

HOW TO HANDLE CHEQUES AND PAYMENTS



As of August 2007

Now that your itinerary is set and your parents/participants are informed you will need to begin to collect payments, here are a few hints on how to handle it.

Ask your Prométour Consultant to send you an **ACCOUNT STATUS SHEET** to help keep track of payments & necessary forms

Prométour does NOT impose late payment fees - in order to maintain this practice we require your co-operation. Advise your Prométour Consultant as early as possible if you are unable to make a payment according to your Payment Schedule. If a parent needs more time to make a payment, have them contact us directly.

FIRST PAYMENT

- Do not delay sending first payments
Prométour can only confirm your group reservation at the time we receive your deposit. To help secure flights, hotels, bus, guide preferences etc., the best thing is to book early
- Photocopy all cheques and keep the photocopies in your Travel File
By doing this & by keeping your Account Status Sheet up to date, it will facilitate trying to find mistakes & missing payments
- Only send cheques that correspond to a submitted RESERVATION FORM
If you have a Reservation Form without a cheque or a cheque without a Reservation Form, do not send it
- Make sure cheques are identified
The memo section of the cheque should mention the full name of the participant and the group name
- Send first payment by FedEx (1-800-GOFEDEX)
Or any other reliable form of express traceable post - You do not want to go back to the parents and tell them their payments are in the twilight zone!

SUBSEQUENT PAYMENTS (except Final Payment)

Option A: The Group Leader collects the payments & submits them in one envelope to their Tour Consultant

- You can send them by regular post - we suggest Global Priority
- Always make sure all cheques are identified and that you have kept a photocopy

Option B: Ask your Prométour Consultant to arrange that each participant send their remaining payments directly to their attention at the Montreal Office

FINAL PAYMENT

- Respect of Final Payment date **IS VERY IMPORTANT**
- Final Payments must be received at the Prométour Montreal office 90 days before departure for trips with flights or train and 45 days before departure for trips by bus
- Make sure all cheques are identified and that you have kept a photocopy
- Send Final Payment by FedEx (1-800-GOFEDEX) or any other reliable form of express traceable post
- If respecting the Final Payment date is not possible, money orders or certified cheques are mandatory

GROUP / SCHOOL CHEQUES (If your school issues one cheque for the entire group)

- Along with the cheque submit your ACCOUNT STATUS SHEET that shows how much each participant has contributed to the total of the school cheque. Repeat this routine for every payment

PAYMENT BY CREDIT CARD (MASTERCARD / VISA)

- Contact your Prométour Consultant for the necessary documentation
- Prométour does NOT accept Master Card / Visa / DEBIT Cards

TRAVEL YOUR WAY!