

AWL use only.

SALES REP: _____

PROPERTY ADDRESS:

PLEASE USE BLOCK CAPITALS, and blue or black ink. This agreement is binding and all deposits are non-refundable once paid. **Please post to:** Accommodation Windsor Ltd at 56 Alma Road, Windsor, Berkshire SL4 3HA or fax to: **+44 (0)1753 856667** (Bookings cannot be accepted without a credit card and/or deposit cheque)

Arrival Date:

Please advise arrival time:

Departure Date:

(Check out is by **10am** on departure day)

Booked By:

Are you likely to extend your stay beyond the date above? **Y N**

Purchase order No.

(where necessary)

Booked For:

Company Name & Invoice Address:

Guest's Address:

Postcode / ZIP:

Tel / Mobile:

Email:

Postcode / ZIP:

UK Mobile:

Email:

Names of party members plus ages of children:

ADULT NAME _____

ADULT NAME _____

ADULT NAME _____

CHILD _____ Age____ CHILD _____ Age____

ADULT NAME _____

CHILD _____ Age____ CHILD _____ Age____

Is a weekly cleaning service required? **Y N**

(Please circle the appropriate choice)

Weekly service price: 1 - 2 bed £50, 3 bed £75, 4 bed £100

(please add this price to the total payment)

No.of weeks required = _____ at £_____ per week = £_____ plus 2% c/c fee if applicable £_____

Method of Payment:

please tick as applicable

*(Please note some charges may apply see below)

Credit Card

Please add a 2% surcharge if paying by credit card

Debit Card

Cheque

Please makes cheques payable to ACCOMMODATION WINDSOR LTD

BACS / CHAPS

Please add a £10 charge for overseas transfers

We require a £200 DEPOSIT (this will be deducted from your credit/debit card on receipt of booking form).

Please note we require credit card details for all bookings (regardless of method of payment)

We accept Visa, MasterCard, Switch & Solo (we do not accept Amex)

Credit Card No. _____

Expiry Date _____

Start Date _____

last 3 digits on Signature Strip _____

Issue number _____

Switch / Solo cards (if any)

Name on Card _____

Cardholder Address _____

Postcode _____

I am authorised to make this booking on behalf of my party. I am over 18 years of age. I accept that by signing this form I hereby agree that all of the details listed here are correct to my knowledge and consent to pay directly for or for my credit card to be charged with an amount not exceeding £2000.00 for telephone call charges, any damage done or loss of any items at the owner's accommodation caused during my stay by me or any other member of my party. I agree not to sublet or allow other persons to reside at the property or use the property's facilities without prior consent from the proprietors. Failure to adhere to these rental terms may result in additional charges. I agree that no tenancy will be created and that I take this apartment by way of licence.

Signature: _____

Date: _____

IMPORTANT NOTES: (For a full set of terms and conditions please refer to our website) The accommodation is let as a self-catering apartment or house and servicing (if required) must be booked in advance and is provided at an additional cost (optional). The accommodation is a STRICTLY NON-SMOKING establishment. No pets are allowed under any circumstances. A charge may be levied for cleaning and leaving vacant for airing if these rules are not adhered to. A full inventory is taken at the beginning and end of every change of occupancy. All damages or missing items will be charged for at replacement value. We kindly ask that all children are supervised at all times. Please keep noise to a minimum and respect neighbours. The property will have been cleaned to a high standard, please leave it in a similar condition to how you found it. **CANCELLATION POLICY:** 4 weeks notice is required to avoid charge. Rent cannot be refunded once paid. **PAYMENT:** A non-refundable deposit of £200 is required for all bookings. Payment is required in full 14 DAYS BEFORE THE DATE OF ARRIVAL. Payment for bookings of less than 8 weeks is due in full 14 days before arrival date. Payment for bookings in excess of 8 weeks is required 14 days in advance in 4 weekly installments. For bookings less than 2 weeks in advance payment is required in full immediately.