

BOOKING FORM

1. For information, please call or fax our Spanish reservation office on 00 34 952 93 4552 to check availability and to reserve your accommodation or our website on www.bandpservices.net
Our office hours are 9 a.m. – 6 p.m. (answer-phone service out of these hours)
2. Clients must vacate the premises by 10am on the date of departure and arrival time is no earlier than 4pm.

3. **Complete the booking details required below in capital letters please.**

a) **If booking more than 6 weeks before arrival:**

Send the completed booking form by e-mail to alanfrancis@telefonica.net or by fax to (00 34) + 95 293 4552 and make payment into Lloyds TSB Bank for the appropriate deposit (20% of total value of booking). Balance of payment and damage bond should be received 6 weeks before arrival.

b) **If booking 4-8 weeks before arrival:**

Send the completed booking form by fax or e-mail and then make payment for the full amount including the appropriate damage bond into the Lloyds TSB Bank

(adding your name to the transfer in sterling or euros)

For clients paying in pounds sterling:-

: make a direct payment into our Lloyds TSB Account: - Sort code: 30-95-11
Account No. 02185904
B & P Services

For clients paying in euros:-

Please pay by bank transfer into our Spanish business account:-

BIC (SWIFT CODE)	BARCESMM
IBAN	ES85 0065 0052 35 0001025427
ACC. NAME	A.F. & J.A.JOHNSON/ B & P SERVICES
BANK NAME & ADDRESS	BARCLAYS, CALYPSO, MIJAS COSTA MALAGA, SPAIN

Please note: All bank charges must be paid by client (if applicable) for transfer of monies

And fax the booking form to: 00 34 95 293 4552 or e-mail to alanfrancis@telefonica.net

- c) **IF BOOKING LESS THAN 4 WEEKS BEFORE ARRIVAL:** then the full amount payable, including the appropriate damage deposit, should be paid **IN CASH or BANK DRAFT** into our Lloyds TSB account (**or for clients paying in euros, the full amount by bank transfer into the Spanish account as above**).

The paying-in counterfoil date stamped by the bank should be sent to us together with the completed Booking Form. If less than 14 days prior to arrival, this should be sent to us by fax. Please note that any bank transmission charges are to be paid by the sender and should not be for the account of the beneficiary. Please note that a payment to our account by bank giro credit should incur no charges.

- 4 A confirmation of booking will be sent to you from our reservations department in Spain. You will be sent an invoice nearer to your 'balance due' date.
5. The price to the client for the rental period of any selected property shall include:-
 - In and out cleaning services
 - Gas, electricity and water charges (on short term rentals)
 - Bed linen and a **limited** supply of towels per full week of rental occupation
 - A welcome visit from B & P SERVICES management

NOT INCLUDED:-

- Beach towels
- Cleaning services whilst clients are 'in situ'
- Emergency call-out charges (see '6' below)
- Additional beds or foldaway-beds for extra person/child -incl. additional laundry (extra charge)
- Travel cot (extra charge)

It is at the individual owners discretion as to whether they supply items such as:-

- Dishwasher tablets and salt
- Washing-up liquid
- Toilet rolls
- Kitchen rolls
- Soap powder

So please make provision for these items

6. In the event of the client loss of key(s) to a rental property or locks themselves out or has a similar client-generated emergency and requires assistance from B & P SERVICES, then the call-out charge will be 20 euros between the hours of 9 a.m. and 6 p.m. (**please note:** we do NOT operate a 24 hour emergency call-out service).

Should the client not return or lose a set of keys, then the charges will be 15 euros per key, 20 euros per magnetic key fob and 40 euros per remote-control electronic key fob.

7. The names of ALL occupants of the rental property must be given by the client at the time of booking. No person, other than those detailed on the booking form shall occupy the property at any time.
8. No pets allowed.
9. The agent shall not be responsible for any water or electricity cuts or breakdown of any equipment or appliances in the property but, shall, on receipt of notice from the client, endeavour to repair or replace such item within a reasonable time and the client shall not be entitled to any compensation thereof.
10. The agent shall not be in any way responsible for any noise or disturbance originating beyond the boundaries of the rental property.
11. The agent shall not be responsible during the occupancy period for any loss, injury, illness or death of the client or their guests howsoever caused.
12. This Agreement shall be terminated forthwith if the client commits a breach of any of the provisions of this Agreement. In the event that this Agreement is terminated, the agent may at its sole discretion withhold any monies due to the client to meet any potential claims against the client or agent.
13. Any changes or modifications to this Agreement must be made in writing and agreed by both parties.
14. Damage bond- this is a refundable payment which will be returned to you by sterling or euro cheque following your departure and after the accommodation has been checked for no signs of damage or breakages and safe return of all keys. Any accidental damage or breakages or repairs required (caused by rental client) will be deducted from the bond.

Registered address: Calle Almeria , Sitio de Calahonda, 29649 Mijas Costa, Malaga, Spain
 Website address: www.bandpservices.net

CLIENT DETAILS (of Party Leader)	NAME						
	ADDRESS						
	TELEPHONE	(HOME)		(OFFICE)		(MOBILE)	
	FAX	(HOME)		(OFFICE)		(E-MAIL)	

DETAILS OF ALL PARTY MEMBERS (Including party leader)

Mr. / Mrs. Mstr. / Miss	Initials	Surname	Age if under 16	Mr. / Mrs. Mstr. / Miss	Initials	Surname	Age if under 16

Arrival Date	Flt no.	Flight Arrival Time	From	Dep. Date	Flt no.	Departure Time	To

PAYMENT REQUIRED

Accommodation Booked Name of complex	Ref	Cost per week	Number of weeks / days	Total Cost
ADDITIONAL (payable in euros in resort) **		ADDITIONAL (payable in euros in resort)		
Child's fold-away bed and extra linen *		Price on request **	Baby gate or travel cot	
** N.B.** FULL HOLIDAY TRAVEL INSURANCE IS RECOMMENDED				
*I have booked travel insurance with:				
(TOTAL BALANCE IS PAYABLE IF BOOKING MORE THAN 6 WEEKS BEFORE ARRIVAL)				
If booking less than 6 weeks before arrival the full amount must be sent including the appropriate damage deposit as below				
DAMAGE DEPOSIT (See Terms & Conditions)	£100	£150	£200	The damage bond is only due when full payment is required (i.e: within 6 weeks of arrival)
	(1/2bed apt) €150	(3 bed apt) €200	(Townhouse or Villa) €300	
TOTAL PAYABLE WITH BOOKING				

PLEASE MAKE PAYMENT :
 IN STERLING- Lloyds TSB Bank
 IN EUROS – Barclays Bank, Spain

I accept the terms and conditions

Signature

Date