

BOOKING FORM

Please complete the following booking form, so that we can be fully prepared and organized for your arrival. All the information is required, esp. the flight details. Please use the top half of the form as an example, use the lower half for your details.

Note: Sofia is susceptible to fog and flights can be redirected to other airports such as Burgas, and its even been known flights to be redirected to Istanbul. With the flight details we can track where our guests are and our staff are not waiting for them all through the night.

For late night arrivals / departures "out of hours" £15 – a call out fee for arrival or departure £20 – if both required on same booking (This will apply from 6pm - 8.30am)



Example

Complex	Block	Apt number	Name	Date of Arrival	Carrier	Arrival Flight Number	Time of Arrival (Flight)	Date of Departure	Departure Flight Number	Time of Departure (flight)	Estimated time of arrival in Bansko (Car)	Comments (Misc outstanding payments, flights etc)
Example												
Comfort Complex	2	30	Mark Smith	7-Feb-13	Easyjet	W6 610	18:20	21-Feb-13	W6 609	11:05		

Complex	Floor	Apt number	Name	Date of Arrival	Carrier	Arrival Flight Number	Time of Arrival (Flight)	Date of Departure	Departure Flight Number	Time of Departure (flight)	Estimated time of arrival in Bansko (Car)	Comments (Misc outstanding payments, flights etc)
Comfort Complex	2	30										

Note: We cannot be responsible for delays in meeting clients if incorrect / missing information is supplied. £50 call out fee will be charged if incorrect information is supplied and we have to greet guests out of office hours. A minimum of **18 hours notice** is required for late bookings. Exceptions must be agreed via phone.

PLEASE COMPLETE THE YELLOW SHADED AREA ABOVE

The office will be closed Christmas Day & New Years Eve.

Should there be any arrivals / departures during these times then **£80 call out fee will apply.**