

# Credit Card Payment Authorization Form



To make a payment by credit card, we strongly recommend you use our online form at: [www.friendlyplanet.com/pay](http://www.friendlyplanet.com/pay). This is the fastest, safest, and most secure way to make a payment. With this method, we do not store your credit card information. It is sent directly to the credit card processor with SSL encryption and your card is charged immediately.

If you prefer, you may print and send us this form instead to submit your payment manually. You can fill all the fields (except the date & signature) on your computer before printing, or you can print the blank form and fill in by hand. After you complete and sign the form, you may scan and email it to [documents@friendlyplanet.com](mailto:documents@friendlyplanet.com), or mail it to Friendly Planet Travel, Inc., 500 Old York Road, Suite 200, Jenkintown, PA 19046.

Please enter the information for the traveler who made the booking. See reverse for more information.

Name \_\_\_\_\_ Daytime phone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Package \_\_\_\_\_  
Departure \_\_\_\_\_ Reservation # \_\_\_\_\_  
Amount \$ \_\_\_\_\_

Please indicate what this payment is for below (check all that apply). If your booking is for multiple travelers but this payment is NOT for all travelers, please list the names of the applicable travelers below.

- Final Payment                       Optional Excursions  
 Travel Insurance                       Other (please specify)

Card number \_\_\_\_\_ Expiration date \_\_\_\_\_  
Cardholder name \_\_\_\_\_ Security code \_\_\_\_\_  
Billing address \_\_\_\_\_  
City \_\_\_\_\_ State/province \_\_\_\_\_  
Country \_\_\_\_\_ ZIP/postal code \_\_\_\_\_

By signing below, you authorize Friendly Planet Travel to charge your credit card for the amount indicated above, and you accept our terms & conditions listed at [www.friendlyplanet.com/terms/packages-scheduled-dates.html](http://www.friendlyplanet.com/terms/packages-scheduled-dates.html).

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Below are explanations of some of the fields on the first page of this form.

**Reservation #:** Included in your booking confirmation email. Also printed on your invoice as your "Customer #".

**Final Payment:** The amount due for your reservation minus the prepaid deposit (and any other partial payments). For most packages, the final payment due date is 75 days prior to departure. The due date for your package will be shown when you book online and in your booking confirmation email. If you are booking a package close to the departure date (usually one that departs in less than 75 days), your final payment may be due within 72 hours.

**Travel Insurance:** We offer a comprehensive travel insurance policy for all travelers on our tours & packages. Our policy may be purchased with your final payment or anytime before, but is not available after we receive your final payment. Once purchased, the policy is non-refundable. For complete policy pricing and details, see [www.friendlyplanet.com/travel-insurance/](http://www.friendlyplanet.com/travel-insurance/).

**Optional Excursions:** Many of our tours & packages feature optional discounted excursion packages to popular sites. Please see the tour or package page to find out if an optional excursion package is available for pre-purchase. (Some optional excursions may only be purchased at your destination, and these are noted on the package page.) To purchase an optional excursion package, add the package cost for each traveler in your party who wishes to take the package to your final payment.

**Security code:** A 3- or 4-digit number on your credit card which is not part of the credit card number. The number appears only on the credit card itself (not on receipts or statements), so provides some assurance that the physical card is in the possession of the buyer and reduces the chance of fraudulent card use. For Visa, MasterCard, and Discover Card, the code is the last 3 digits of the number printed on the back of the credit card in the signature field. For American Express, it is the 4 digit number printed on the right side above the imprinted card number on the front of the credit card.