

Please fill up the form and send us

Name of the Organisation :

Agent Name :

Address:

Contact No.

Special Notes :

AM Travel's Agent Policy

We are glad to offer you to join our team as an authorized agent of AM Travels. In this role of an Authorized Agent, you will be required to contact the intending travelers for their all travel related enquiries and requirement (See our Service Details section to get familiar with all the services that we do provide). For the services like Car Rent, Airlines Ticketing, Railway Ticketing you may finalize the deal instantly at your end following our instructions. But in the case of complete travel package or organized tour you will have to gather all the required information from the interested customer and forward all the information to us via telephone or with the help of our sales executive, who will be collecting information from you on your request. We will be providing you with all the necessary information that the customer is looking for and interested in. After that you will be contacting the customer and finalize the deal. If the customer needs more information, then our representative / executive can call the customer and guide him/her with all the necessary information. Once the deal is finalized, we will be issuing all the papers of booking and forward it to you, then you may hand over the booking documents to the customer. We may also send the booking document to the customer directly on the specified mailing address. In both the cases you will be entitled for the designated Agent Commission.

Services that we provide

AM Travels provide almost all the services in travel and tourism section. In case if the customer's specific requirements do not match our listed services or the requirement is out of the list of the cities where we do provide our services (See the list of cities where AM Travels has approved hotels) till you are suggested to collect the customers contact information along with the requirement details and forward it to us.

Here is the list of our services

033 - 2406 - 9449

138/7, Banamali Naskar Road, Kolkata-700060

Email: info@travelallindia.com

Dial : 033-2406-9449

09836987110, 09830233978, 09836246385, 09724390074

- ✓ Hotel booking in the cities where AM Travel has approved hotels
- ✓ Air Ticket Reservation
- ✓ Railway Ticket Reservation
- ✓ Car Rental
- ✓ Complete Customized Tour Package
- ✓ Organized Tours
(We will be informing you regarding our organized tours time to time)

Booking, Payment & Refund Policy

❖ **Hotel**

- Booking must be made at least 7 days before the actual check in date.
- The advance payment varies from hotel to hotel. Generally the advance payment is the payment for a single day. For example if customer needs to book hotel for 5 days, then he/she will have to pay advance for 1 day.
- A refund will be issued after deducting a refund fee (10% of advance amount) if the cancellation is made before 7 days of the booking date.
- Refund within 7 days of check in date depends on the hotel where the booking was made. In most of the cases 50% of the money will be refunded and in some cases there might be no refund issuable at all.
- The rest amount must be paid (Full Booking Amount – Advance) at least before 2 days of the check in date.

❖ **Air Ticket**

- The full amount of the ticket should be paid during booking request, (Ticket will be sent to the customer address by courier).
- Availability of Air ticket solely depends on availability of seat.
- Airline ticket can be cancelled up to before 3 days of booking date.
- Cancellation fee for air ticket is 150 Rs. (if cancelled within cancellation period).
- Cancellation of ticket after the cancellation period will depend on the policy of the flight career.
- In case of cancellation of flight by flight career, a full refund will be issued.

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❖ **Train Ticket**

- The full amount of the ticket should be paid during booking request, (Ticket will be sent to the customer address by courier)
- A service charge of 10% or Rs.20 (whichever is higher) will be added to the total cost of ticket.
- Availability of seats solely depends on status of the railway.
- Train ticket could be cancelled up to 2 days prior to the journey date.
- In case of booking cancellation, refund will be issued after deducting a service fee of 10% of the total cost and the cancellation charge of railway.
- If cancellation is requested after the cancellation period then 50% of the ticket cost will be refunded (Subject to possibility of cancellation). We shall deduct a service fee of 10% of the total cost and the cancellation charge of railway.

❖ **Car Rental**

- For rental car booking should be made at least 24 hours prior to booking time.
- Charges for 6 hours should be paid as advance during booking.
- A refund will be issued after deducting 10% or 50 Rs. (whichever is higher) from the booking amount on cancellation of the booking. Cancellation should be made at least 72 hours form the actual scheduled journey time. Otherwise no refund will be made.

❖ **Readymade / Custom Tour Package**

- Any particular readymade tour package could be booked at any time, but prior to 3 days of travelling date.
- The total amount of the package should be paid during booking.
- A tour package booking can be cancelled latest by 7 days before the traveling date. If the booking is cancelled within this time period then a refund will be issued after deducting 10% of the total booking amount.
- If cancellation is requested after the stipulated period then a refund will be issued after deducting 30% of the total booking amount.

❖ **Conducted Tour**

- Booking is accepted before specified **booking closing date** for a particular Tour.
- Booking could be made by paying 50% of total amount for that tour, but before or on the date of booking closing the rest amount should be paid.
- Booking can be cancelled 15 days before the **journey date**. If cancelled within this period, a refund will be issued after deducting 10% service charge.
- If cancellation is requested after this period then no refund will be issued.

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❖ **Agents commission detail**

- 5% on hotel booking.
- Rs.10/- per reservation for sleeper class railway booking.
- Rs.20/- per reservation for other class railway booking.
- Rs.20/- per air ticket booking.
- Rs.150/- per booking for package tours.
- Rs.150/- per head for conducted tours booking.

*Sour Ultimate
Travel Partner*

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