



## **Indemnity Agreement Request To Purchase Airline Tickets with Melia Intratours**

Complete all applicable sections by typing in the required information. To do so, simply click on the desired field and begin typing. Handwritten forms are strongly discouraged as it may cause delays. Please complete the attached Indemnity Agreement and return via mail or fax to:

Standard Mail:  
MELIA INTRATOURS  
800 WILCREST DR. SUITE 212  
HOUSTON TX, 77042

Fax:  
(713) 952-22631

*This package includes a total of 2 pages including this one.*



Agency Information

Name: \_\_\_\_\_  
ARC Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

(Hereinafter referred to as "AGENT")

AGENT, and its authorized representatives will, from time to time, request MELIA INTRATOURS to issue airline ticket(s) for Agent's clients. Such airline ticket(s) may be purchased through the client(s)' credit card.

AGENT, and its authorized representatives, represents, warrants and agrees that:

1. AGENT, and its authorized representatives, will exercise due diligence in verifying the Cardholder's identity and signature, and securing proper authorization from the Cardholder for the transaction. Such proper authorization constitutes a Universal Credit Card Charge Form (hereinafter referred to as the UCC) validated by AGENT with credit card information, and signed by the Cardholder. The UCC should also include "change & cancel penalties apply" and the dollar amount. Under certain circumstances the Cardholder's signature may be substituted with Signature On File but only when AGENT receives written authority from the Cardholder to use his/her credit card for ticketing purchase(s), and only after identity has been verified by the AGENT and only if the Cardholder's written consent acknowledges penalties to be paid for changes and/or cancellations occurring after ticket purchase. AGENT must provide MELIA INTRATOURS with a copy of the AGENT'S UCC Charge Form or Cardholder's written authority upon request.

2. AGENT accepts full responsibility for charge-backs, disputes and other non-payments by the passenger, Cardholder or Credit Card Company. In this event, MELIA INTRATOURS will first present to the credit card company the UCC, signed by the Cardholder or the Cardholder's (verified) written authority as provided to us by the AGENT. If the credit card company rejects authorization for any reason, AGENT will pay MELIA INTRATOURS the full amount of the charge-back or dispute.

3. MELIA INTRATOURS will call the credit card company and secure the approval code for the ticket(s).

4. All paid rebates and/or commissions will be returned to MELIA INTRATOURS before any ticket(s) will be processed for a credit to the Cardholder less applicable fee(s) and penalty(s).

AGENT agrees to indemnify and hold MELIA INTRATOURS harmless against all claims, damages, losses, costs and expenses (including attorney fees) arising in connection with or relating to any failure or refusal by any Client(s) or Cardholder(s) to pay for any ticket(s) and/or subsequent change/cancel penalty(s) for ticket(s) issued or supplied by MELIA INTRATOURS on behalf of AGENT.

\_\_\_\_\_  
Agency Owner/Manager Signature

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date



We are pleased to offer you a new service—Direct Payment. Now you can have your Agency payment deducted automatically from your Agency checking or savings account.

The Direct Payment service will help you in several ways:

- It saves time—fewer checks to write
- It helps you to meet your commitment in a convenient and timely manner so your payment is always on time
- It saves postage or costly overnight delivery fees
- It helps you to take advantage of our cash discounted fares

Here's how the Direct Payment service works:

Just fax this page to MELIA INTRATOURS Inc. at (713) 952-2631), or return via email (nelly.schmidt@meliaintratours.com) within 24 hours after calling to guarantee your reservation, and your airline tickets will be secured. Then, relax. Your payment will be processed automatically via the electronic Direct Payment method. Your proof of payment will appear on your bank statement. It's Just that simple. If you have any questions, please call us at (713) 952-0662 (local) or (800) 334-8069 (toll free).

#### AUTHORIZATION FOR DIRECT PAYMENT

I authorize MELIA INTRATOURS, INC. to initiate an electronic entry to the following checking or savings account for payment of airline tickets associated with **PNR Record Locator**\_\_\_\_\_ and I acknowledge the terms and conditions of the sale as stated on the itinerary.

Passenger Name(s):\_\_\_\_\_

Departure Date:\_\_\_\_\_

Travel Agency Name:\_\_\_\_\_ Agent Name:\_\_\_\_\_

Payment Amount \$\_\_\_\_\_ Agency ARC:\_\_\_\_\_

Name of Financial Institution:\_\_\_\_\_ Branch:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip Code:\_\_\_\_\_

Bank Routing Number:\_\_\_\_\_ (Please verify with bank)

Account Number:\_\_\_\_\_ Checking  Savings

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)



**RETAIN FOR YOUR RECORDS**

I authorize MELIA INTRATOURS, INC. to initiate an electronic entry to the company's checking/savings account and have agreed to the terms listed on the itinerary:

Record Locator: \_\_\_\_\_

Passenger Name(s): \_\_\_\_\_

\_\_\_\_\_

Payment Amount \$: \_\_\_\_\_ Date: \_\_\_\_\_