



THE CLASSIC SAFARI  
C O M P A N Y

Est 1992

# BOOKING YOUR SAFARI

This document provides you with a summary of the process involved when booking a safari and specifically covers:

1. The need to complete our **Booking Form**
2. **Payment** for your travel arrangements
3. The need for **Travel Insurance**
4. Requirements for **Flight Arrangements**
5. **Pre-departure Information**
6. Your **final travel documentation**
7. Our **Pricing, Quoting and Foreign Currency Policy**

## 1. BOOKING FORM – TERMS & CONDITIONS

- All members of a travelling party must complete a Booking Form
- Parents/guardians must sign for children under the age of 18
- Signing a Booking Form indicates acceptance of the terms and conditions
- Booking Form can be filled in online at: [Booking Form - online](#)
- Booking Form can be emailed or posted if you prefer
- The information captured on this form is required to confirm your travel arrangements

## 2. PAYMENT

- To confirm your travel arrangements, a 30% non-refundable **Deposit** is required.
- The **Balance/Final payment** is due 60 days prior to your departure date.
- The **Invoice** highlights the payment amounts due and the dates these are due.
- Our **Pricing, Quoting & Foreign Currency Policy** contains key information on how to read your quote/invoice and the calculation of the Australian Dollar costs of your land arrangements.

Payment can be made by:

### Cash

**Cheque** (*made payable to The Classic Safari Company*). **Only Australian dollar cheques can be accepted.** Please do not obtain US dollar cheques as these cannot be processed in Australia. Should you wish to pay in US dollars please direct deposit into our US dollar bank account (*see direct deposit arrangements below*)

**Credit Card** - we accept Visa, Mastercard and American Express for credit card payments. Payments made by Visa or Mastercard will incur an additional merchant fee of 2% and for American Express a 3% fee will be applied. This is calculated on the total transaction value. Should you wish to use a credit card, please request a Credit Card Authorisation Form or print one from our website: [Credit Card Payment Form](#)

**Direct Deposit** – to either the Australian bank account or, if quoted in US Dollars, to the US Dollar bank account:

<b>Australian Dollars</b>	Name:	2 Max Investments Pty Ltd trading as The Classic Safari Company Trust
	Bank:	St George Corporate & Business Banking
	Branch:	Bligh Street, Sydney Australia 2000
	BSB:	332 027
	Account #:	551 605 567

PO Box 788, Woollahra NSW 2025 Australia

T:+61-2-9327-0666 F: +61-2-9327-0667 E: info@classicsafaricompany.com.au

A.C.N: 002 789 559 Licence #: 2TA003473 A.B.N: 20002789559

## USD Dollars

Name: 2 Max Investments Pty Ltd T/as The Classic Safari Company – US Dollar Account  
Bank: St George Corporate & Business Banking - Treasury  
Branch: Bligh Street, Sydney Australia 2000  
BSB: 332 027  
Account #: 434027USD1  
Swift Code: SGBLAU2S

**Note** When Direct Depositing please quote your Invoice/ File # and Name (located at the top of your quote / invoice) as a reference.

Please **do not** obtain a US dollar cheque. US dollars can only be accepted by direct deposit.

### 3. TRAVEL INSURANCE

**CHI Insurance** is offered by The Classic Safari Company. Comprehensive travel insurance is recommended. It is advisable to obtain insurance at the time of confirmation/paying a deposit.

If you have a *pre-existing medical condition* or are *over the age of 80*, you do need to fill out a 'pre-existing medical condition' form. This form can be obtained from The Classic Safari Company and needs to be signed by a doctor and returned to The Classic Safari Company, then CHI, before a policy can be issued.

Non-residents, or Australian residents who have already departed Australia, are ineligible to purchase CHI insurance.

### 4. FLIGHT ARRANGEMENTS

If The Classic Safari Company is booking flight arrangements, it is essential that Passport Surname & First Names are provided prior to making flight bookings.

### 5. PRE-DEPARTURE INFORMATION

On confirmation of your arrangements, the following will be issued:

- a pre-departure information booklet
- a confirmed itinerary
- an invoice highlighting the balance due and the date this is due

### 6. TRAVEL DOCUMENTATION

Once the balance/final payment has been received, 21 days prior to your departure from Australia you will be issued with the following:

- itinerary with operator contact details, including a copy for friends/relatives
- air tickets/e-tickets (if purchased through The Classic Safari Company)
- travel insurance certificate and policy (if purchased through The Classic Safari Company)
- travel vouchers (if applicable)

## CHECKLIST

- |   |   |
|---|---|
| <input type="checkbox"/> Deposit – paid?                                    | <input type="checkbox"/> Pre-departure Information Booklet - do I have one?     |
| <input type="checkbox"/> Final Balance – paid?                              | <input type="checkbox"/> Visas – do I require any?                              |
| <input type="checkbox"/> Travel Insurance – is this arranged?               | <input type="checkbox"/> Luggage – have I met the limitations on size & weight? |
| <input type="checkbox"/> Booking Form – is it filled in, signed & returned? | <input type="checkbox"/> Medical – do I need any vaccinations?                  |
| <input type="checkbox"/> Checked passport validity & are there blank pages? | <input type="checkbox"/> Safari suit – is it ready?                             |

#### The Classic Safari Company

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# THE CLASSIC SAFARI C O M P A N Y

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## QUOTING, PRICING AND FOREIGN CURRENCY POLICY

Our quoting policy is based on the principle that the bulk of your costs are pre-paid, meaning you will have minimal costs on the ground once you are travelling. Please consider this when reviewing the quote as often clients are surprised at the cost, but when considering the inclusions the average cost is on par with that of a quality holiday in Europe, for example. Extras tend to be visas, items of a personal nature, gratuities, activities not pre-booked, imported wines and liquors and meals in towns and cities when accommodation is based on a bed and breakfast basis. The quote/invoice is broken down into:

- **Land arrangements** – this section details the accommodation, the transfers, charter flights, activities, park fees and flying doctor services included. Accommodation in our preferred camps and lodges (apart from the city hotels) is normally quoted on an all inclusive basis (accommodation, meals, local drinks, game activities & services of professional guides, park fees, and often laundry). Furthermore, road and charter transfers to and from the camps are also included and these can be substantial especially if you are flying between camps. Often the only access to the wilderness is by plane as the road infrastructure is not always suitable for timely travel.
- **Air arrangements** – this section details the international & regional sectors required to undertake the safari. Airport & airline taxes are included but are subject to change at the time of ticketing.
- **Extras** – this section details such items as travel insurance, accessories and so forth.

A **summary of the Total Costs** and a payment schedule is located at the very bottom of the Quote/Invoice. To confirm a booking we require a 30% non-refundable deposit of the total land arrangements. To this we add the cost of insurance and gorilla permits (if applicable) as these have to be paid for at the time of confirmation. The Quote/Invoice also highlights the inclusions and exclusions, along with the important conditions attached to your itinerary and booking a safari.

Payment will be accepted by cash, cheque, money order or direct deposit. We also accept Mastercard, Visa and American Express credit card payments. Payments by Visa and Mastercard will incur an additional processing fee of 2%. Payments by American Express will incur an additional processing fee of 3%. These fees are calculated on the total transaction value.

### **Pricing and Currency Fluctuations and Conversions**

The Classic Safari Company is invoiced in foreign currency for your land and/or air arrangements. To determine the Australian Dollar value of your arrangements, in order to calculate the deposit required to secure arrangements, the applicable exchange rate at the time of quoting will apply.

Australian Dollar payments to The Classic Safari Company will then be converted to foreign currency on receipt of payment at the exchange rate on the day payment clears in our bank account.

Any further US Dollar balance due will then be **recalculated** from US Dollars to Australian Dollars at the applicable exchange rate at the time of further payment.

Should there be further fluctuations between advising the Australian Dollar payments due and receiving the monies in The Classic Safari Company's bank account, the invoice will be adjusted to reflect such fluctuations.

When purchasing currency, the **Bank Sell** rate is used – i.e. the bank is 'selling you USD'. This is a different figure to that quoted in the press which is the **Bank Buy rate**.

The Classic Safari Company does have a United States Dollar account should you prefer to make payment by direct deposit into this account. Note we do not accept USD cheques.

Signing the company Booking Form and/or payment of your deposit indicates acceptance of this process.