

## **What are our payment policies?**

To confirm a reservation and avoid automatic cancellation, all payments must be received in the office of Spirit Vacations when due as described below.

### *For all air/hotel packages:*

- **48 days or more prior to departure**, the deposit shown on screen, plus the cost of the Penalty Waiver (if purchased) is due at time of booking. Spirit Vacations will allow up to 2 calendar days for receipt of payment. Full payment is due at least 45 days prior to departure.
- **47-10 days prior to departure**, full payment plus the cost of the Penalty Waiver (if purchased) is due within 24 hours. Spirit Vacations will allow until 6:00 p.m. CST the next day for receipt of full payment.
- **9-4 days prior to departure**, full payment via credit card, plus the cost of the Penalty Waiver (if purchased) is due at time of booking.

### *For hotel only packages:*

- **48 days or more prior to departure**, a \$150 per-person deposit, plus the cost of the Penalty Waiver (if purchased) is due at time of booking. Spirit Vacations will allow up to 2 calendar days for receipt of payment. Full payment is due at least 45 days prior to departure.
- **47-10 days prior to departure**, full payment plus the cost of the Penalty Waiver (if purchased) is due within 24 hours. Spirit Vacations will allow until 6:00 p.m. CST the next day for receipt of full payment.
- **9-4 days prior to departure**, full payment via credit card, plus the cost of the Penalty Waiver (if purchased) is due at time of booking.

No bookings will be taken 3 business days or less prior to departure.

If your booking is made within 14 days prior to departure and e-docs cannot be sent, a \$15 express delivery fee for the mailing of documents will be included in the price.

Note: Full payment for all reservations must be received in Spirit Vacations' office before documents will be released. If payment is not received within the designated time frame the reservation will automatically cancel. It is your responsibility to insure payment is received by the due date. Spirit Vacations recommends that all mail be expressed.

Payments may be made by agency check, cashier's check, certified check, money order, MasterCard, VISA, Discover, American Express or Diners Club. No personal checks will be accepted.

Payments are to be made by you or your travel consultant.

Payments should be express mailed to: Spirit Vacations, 8969 N. Port Washington Road, Milwaukee, WI 53217

All other non-express mail should be sent to: Spirit Vacations, P.O. Box 1460, Milwaukee, WI 53201-1460

The Spirit Vacations price is guaranteed when full payment is received in Spirit Vacations' office. However, Spirit Vacations reserves the right to re-invoice your reservation should an error be made in computing your vacation price. All other bookings are subject to applicable fare increases or surcharges. Rates are always subject to change for events beyond the control of Spirit Vacations including, but not limited to, increases in fuel surcharges, establishment of any surcharges, departure taxes, tariffs or airport passenger facility charges.