

LOCAL SIGHTSEEING TOURS BOOKING FORM

All tours will commence and conclude at Marina Bay Sands Convention Centre

Date (Day)	Tour Code	Workshops	Tour Timing (Including travel time)	No of Adults	No of Children	Unit Cost	Sub Total
24 Feb 17 (Friday)	1	Workshop 1 Butt'On Up Cushion	9.30 am - 1.30 pm				
24 Feb 17 (Friday)	2	Workshop 2 Heart-2-Heart Cushion Cover	9.30 am - 12.30 pm				
24 Feb 17 (Friday)	3	Workshop 3 Felicity Foldover Clutch	9.30 am - 1.00 pm				
25 Feb 17 (Saturday)	4	Workshop 4 Animal Softies	9.30 am - 1.30 pm				
Total persons							

Date (Day)	Tour Code	Suggested tours	Tour Timing (including travel time)	No of Adults	No of Children	Unit Cost	Sub Total
24 Feb 17 (Friday)	5	Gillman Barracks "Art & History Tour"	10:00 am - 12:00pm				
26 Feb 17 (Sunday)	6	National Gallery Tour	9.30 am - 12.30 pm				
27 Feb 17 (Monday)	7	Many Faces of Singapore	9.30 am - 1.00 pm				
Total persons							

PERSONAL PARTICULARS (Please duly complete)

Name : _____

Address : _____

Contact no : _____ Country Code - Area Code - Tel _____ Email Address : _____

METHOD OF PAYMENT (Please select)

BY BANK DRAFT/CHEQUE/TT in Singapore Dollars drawn on a bank in Singapore and made payable to SINGEXPRESS TRAVEL PTE LTD

Bank Draft/Cheque/TT is _____ from issuing Bank

IMPORTANT: Full payment must be made upon registration. Short payment will be collected on site.

BY CREDIT CARD

I hereby authorised SINGEXPRESS TRAVEL PTE LTD to deduct the above amount from my:

VISA

MASTERCARD

Cardholder name:

Credit card number _____ Expiry Date(MM/YY) _____ Security Code _____

Date of authorisation

Signature of Card holder

Tour operated by SINGEXPRESS TRAVEL PTE LTD 10 Toh Guan Road #08-02 Singapore 608838 Tel: +65 6823 1605 Fax: +65 6822 1641 Email: events@singexpress.com.sg Contact Person : Ms Janet Chee	Please make payment payable to Accounts name : SINGEXPRESS TRAVEL PTE LTD Accounts number : 380 - 307 - 136 - 3 Swift Code : UOVBSGSG Currency : Singapore Dollars Bank details : UNITED OVERSEAS BANK LIMITED, SINGAPORE 230 Orchard Road #01-230 SINGAPORE 238854 Bank code : 7375 Branch Code : 0068	For official use Tour Confirmation
		Payment

TERMS & CONDITIONS

1. The tour rates are inclusive of 7% goods and service tax.
2. Child refers to age 04 - 11 years.
3. All tours are conducted in English with services from STB licenced tourist guides and are operated on mini-buses or air conditioned coaches.
4. For workshops, it include 2 way transfers (ie Marina Bay Sands - Workshop - Marina Bay Sands) with English speaking assistance.
5. All tours will commence and conclude at Marina Bay Sands Convention Centre.
6. Please assemble at the designated meeting point 15 minutes prior to commencement of tour timing.
7. The tour duration include travelling time to and from the attraction. Depending on the traffic conditions, duration of tours may vary.
8. All tours/workshop requires a minimum of 10 persons to operate.
9. Once booking is confirmed, full payment is required during registration.
10. A 100% cancellation fee will apply for tours cancelled within 72 hours prior to tour departure.
11. SingExpress Travel Pte Ltd is not liable for any loss, injury, inconvenience or expenses incurred due to delay, change in schedule, and default by third party, weather, acts of God or government.
12. For payment with credit card, there is a 3% administration fee applicable.