

BOOKING POLICY

After receiving the request, HolidaylinkDMC confirms the needed space for Guaranteed Tour (confirmation depends on availability)..

To make a booking we require:

- clients' full names (sur name / last name)
- number of rooms
- type of rooms' needed - single, twin (two separate beds in the room) or double (one queen size bed (or double size bed) for two persons)
- other requirements if needed (i.e. non-smoking room, **allergic**, dietary restrictions)

After receiving the request for Guaranteed Tour, **HolidaylinkDMC** sends information about availability of needed space and the pro-forma invoice for the deposit.

The deposit 20% of the total price is required to confirm the tour.

The deposit should be **sent** within 7 days from issuing the pro-forma invoice.

The deposit is non-refundable in case of cancellation.

After receiving the deposit,

HolidaylinkDMC sends the receipt of payment and confirmation letter.

The tour **will be** confirmed once the deposit is received.

All documents relating to our Guaranteed Tours will be sent via e-mail.

PAYMENT TERMS

HolidaylinkDMC issues proforma invoice for the payment around 60 days prior tour starts.

Total cost for the tour **must be** transferred directly to bank account of **HolidaylinkDMC**:

- Bank: **Industrial Bank of Korea Jangwidong Branch**,
- Address: **Hwarang-ro 251, Seongbuk-gu, Seoul, Republic of Korea**
- Account for payment : **010-062343-56-00011**
- swift code: **IBKOKRSEXXX**

We also accept major credit card payments (Visa, Master Card or American Express).

*The credit card will be charged in the local currency **KRW(Korean Won)** and will be exchanged by your bank at the exchange rate applicable on the day the bank process the charge. For this reason, there may be a variation in the U.S. price quoted and the actual rate processed on the credit card.*

We also accept Paypal payment.

Total cost for the tour have to be transferred / *paid with credit card* / [paid with paypal](#) latest 50days prior to arrival.

[HolidaylinkDMC](#) sends the receipt of payment and final confirmation letter after receiving the final payment. If final payment is not received as scheduled, your reservation will be automatically cancelled, and your deposit payment forfeited.

CANCELLATION TERMS

In case of cancellation the 20% deposit stays non-refundable.

Cancellation deadlines under following conditions:

- Up to 50 days prior to arrival - no cancellation fees.
- 49-30 days prior to arrival - we charge 50% of total price.
- Less than 30 days prior to arrival - we charge 100% of total price.
- Non-show - we charge 100% of total price.

TRIPLE ROOMS

Please note, Some of hotels do not have standard triple rooms. We may provide double room with extra bed (roller-bed or sofa) [or family twin room \(double size bed with single size bed\)](#). Such room is available for family with child less than 7 years old. We do not provide twin or double room with extra bed for three adult persons.