

CHANG EXPRESS TRAVEL CREDIT CARD AUTHORIZATION FORM

All fields of this form must be completed before tickets can be issued.

To: Chang Express Travel

In lieu of my credit card imprint, I hereby authorize Chang Express Travel to charge my credit card listed below for the payment of transportation of the following passengers. I understand that air tickets are non-refundable, non-transferable and non-endorsable. I understand that the non-refundable agency service fee is included in the total amount to be charged that may appear separately from charges of air tickets and /or accommodations on my credit card statement.

(please list passenger names above)

Record Loc/Booking Reference PNR:

Total amount to be charged:

Credit Card Number:

CCV:

Exp date:

Cardholder's name as it appears on the credit card: (PLEASE PRINT)

Cardholder's billing address: (PLEASE PRINT) *(Note: Billing Address will be verified before tickets can be issued.)*

Street:

City:

State:

Zip:

Note: Only US billing address accepted.

Please send copies of **both sides of the customer's credit card and government issued picture ID (ex: Driver's License, Passport)** along with this form as soon as possible. Keep in mind that if we do not receive this information, we will not be able to obtain the approval, therefore, payment will not be applied, and booking may be canceled.

Cardholder's Phone Number:

Cardholder's Signature:

Cardholder's Email Address:

Today's Date:

Please email this form to: **travel@changexpress.com**

IMPORTANT NOTES TO CUSTOMERS

TARIFF RESTRICTIONS: Air tickets are non-refundable, non-transferable and non-endorsable, except otherwise noted in writing.

SERVICE FEES: In the total price we quoted to you may include the agency service fees. These non-refundable service fees are normally charged when the non-commissionable air fares or accommodations were offered to you. These fees may appear separately from charges of air tickets and/or accommodations on your credit card statement.

CHANGES of previously issued tickets are subject to penalty and fare difference. All ticket exchanges must be performed by Chang Express, with few exceptions. The airline reserves the right to change times and itineraries per operational requirements and all schedule changes will be communicated through the agent at the time of reconfirmation or via email provided by you at the time of the booking.

RECONFIRMATION: Please reconfirm your reservation approximately 72 hours prior to boarding, so that you may be informed of any itinerary changes or flight cancellations by the airline. Failure to reconfirm releases Chang Express from any responsibility or liability resulting from such changes.

NO-SHOW: Failure by the passenger to board the flight without his/her confirmed reservation at least 4 hours prior to scheduled flight (24 hours recommended) as well as flying segments out of order will cause the cancellation of the remainder of the itinerary up to the entire ticket.

TICKET EXPIRATION: A wholly unused ticket can be reused within one year from its original date of issue, provided the unused flights were canceled prior to its departure time. Partially used tickets expire according to its original tariff rules. In any case, penalty and tariff adjustments applicable on the reissue date may apply. Please consult your agent prior to purchasing your ticket.

BAGGAGE ALLOWANCE: Make sure to know baggage restrictions imposed either by the airline or Security Agencies (such as <http://www.tsa.gov>). Domestic routes are subject to specific restrictions, except when issued in connection to an international flight. Please consult your agent or airline's website before packing.

CLIENT/PASSENGER RESPONSIBILITY: Please verify in detail names, dates, itineraries and service descriptions, either printed or transmitted by email or fax. Passenger's last name must be spelled exactly as shown on his/her valid passport or other official travel document. Be informed of requirements of Visas, vaccines, customs restrictions and baggage allowances. Consider purchasing additional travel insurance covering cancellations, health emergencies and other unexpected expenses.



1-800-760-8898