

## The Cottage, Corran, Shieldaig

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### BOOKING PROCEDURE

- Bookings are taken from Sunday to Sunday
- You can confirm a booking by letter, e-mail or telephone.
- Once you have made a booking your requested dates will be reserved for one week and a non-refundable deposit of 20% will be due. This can be paid by electronic transfer or by cheque - details of how to do this will be given at the time. All payments must be in UK Pounds (GBP)
- When we have received your deposit, we will send you written confirmation of your booking.
- The remaining balance is due 8 weeks before the start of your holiday. If at the time of booking there are less than 8 weeks to the start of your holiday then the full amount is due at that time.
- Upon receipt of the full payment, we will confirm receipt of your payment and send you directions to the cottage together with instructions for collecting the key when you arrive. Our website contains a lot of useful local information that you may find helpful in planning your trip. We will also send you our Welcome Pack.
- If you need to cancel your holiday once you have paid in full we regret that we can only provide a refund if we are able to re-let The Cottage for the same dates. The 20% deposit is non-refundable. It may however be possible to change your dates - please ask. We thus recommend that you take out adequate insurance to cover you in case of cancellation. We do not offer this service but it can be bought from most insurance brokers.
- If you do need to cancel your holiday please advise us, either in writing or by email, as soon as possible as this will increase the chance of us being able to re-let the property and refund your money.
- It is not currently possible for us to accept payment by credit or debit card. We prefer payment by electronic transfer but will also accept cheques. Details of how to do this will be given on request.
- The Cottage will be ready by 4pm, at the latest, on the day of your arrival.
- In order to prepare the house for the next guests we would be grateful if you would vacate the property by 10am on the day of your departure. It is expected that you will leave the house in good order and in the same condition as you found it on your arrival.
- You will be charged for any telephone calls made other than to UK landlines.
- The house is strictly NO SMOKING and pets are not allowed.

## Booking Form

Please complete this form and return it to us, either electronically or by post, together with your 20% deposit.

### CONTACT DETAILS

Name	<input type="text"/>		
Address1	<input type="text"/>		
Address2	<input type="text"/>		
Town/City	<input type="text"/>	County/State	<input type="text"/>
Country	<input type="text"/>	Post Code	<input type="text"/>
E-mail	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>

### BOOKING DETAILS

Date of Booking	<input type="text"/>		
Arrival Date	Departure Date		
<i>SUNDAY</i>	<input type="text"/>		<i>SUNDAY</i>
Number of Adults	Number of Children		
<input type="text"/>	<input type="text"/>		
Deposit	<input type="text"/>	Cheque enclosed/ Electronic Transfer	
	£		
Signature	<input type="text"/>		