

AGENT AGREEMENT (net rates)

Cooperation agreement between ON & EM Management SA (and Russkie Prostori as General Sales Agent for the company) to utilize their travel products available on-line as BookHotelRussia Reservation System, hereby called the BHR and

Company:	
Adress:	
Zip code	
Country	
Tel:	
Fax:	
E-mail:	

The named company will be entitled to use the ON&EM's products available on the BookHotelRussia (BHR) booking system using the following access codes:

	Last name:	Name:	E-mail:	User name (min 4 symbols):	Password (min 5 symbols):
1.					
2.					
3.					

- All rates offered by BHR are NET rates including VAT.
- We reserve the right to change prices offered on the BHR at any time but this will not affect the price of any Booking that has already been confirmed.
- Bookings for travel arrangements should will be paid in full (100 %) prior to arrival against invoice alternatively paid once per month (upon separate agreement) by bank transfer in case the total sum of bookings is less than **2000 EUR**. In case that the total bookings amount exceeds the sum of **2000 EUR** a credit card guarantee will be asked or eventually a prepayment / deposit required. Payment should be done within 10 days of issued invoice date.
- If payment is not received due time (10 days from issuing) ON&EM MANAGEMENT SA has right to close access to the system for making new bookings until the invoice has been paid.

Cancellation conditions

- 48 hours before arrival: no charges if not stated differently in special terms and conditions in the booking.
- Eventual charges for Visa Application Support Letters booked according to terms & conditions will be charged to 100% if reservation is cancelled.
- Less than 48 hours before arrival or in case of no show: 100% charge for the first night's accommodation.
- On some hotels or on special arrangement and trade fairs special conditions may apply. Clients will then be informed by BHR while making the booking.
- All cancellations must be done on-line in the system, ensuring that you receive a cancellation confirmation. In case of any questions please contact us at support@BookHotelRUssia.net or call +7-812-703 44 00 (ask to be connected to BookHotelRussia)
- Passenger name changes or child age changes will not incur charges.

This agreement is valid from the moment when signed by both parties and remains in power as long as both parties fulfill all their obligations.

Date: _____

Date: _____

Signature: _____

Signature: _____

Name: Ola Kastensson

Name:

BANK DETAILS

ON&EM Management SA

Administrative office

Av. De Lavaux 65, CH-1009
Pully, Switzerland

Tel 41 21 721 08 60
Fax 41 21 721 08 68

Bank: UBS AG, Place St. Francois 16
CH-1003 Lausanne, Switzerland
Clearing nr: 0243
SWIFT: UBSWCHZH80A

Account No USD: 0243-276801.60F
IBAN CH85 0024 3243 2768 0106 F

Account No EUR: 0243-276801.61T
IBAN CH14 0024 3243 2768 0161 T

Account No CHF: 0243-276801.01X
IBAN CH13 0024 3243 2768 0101X

Contact information for financial questions:
support@BookHotelRussia.net

Phone +7-812-703 44 00
Fax +7-812-703 56 52