

Sample Voucher

Vouchers come in many forms. They can be from a tear-out booklet and may contain a carbon copy, 8.5 x 11 paper, or appear as "tickets"

Vouchers are often used by Outbound Tour Operators and Receptive or Inbound Tour operators as a way to show "proof of payment" for the services rendered.

The client pays a lump sum amount to a tour operator for their entire package or parts of the package that are organized by a tour company. The tour company is responsible for paying each service provider (supplier) in the package.

Depending on the negotiated terms between supplier and tour operator, payment for the service may not be provided before the clients make use of the service or participate in the supplier's tour.

Vouchers should be accepted by the supplier as proof of payment, retained and submitted to the tour operator along with an invoice for payment, after the service has been provided.

Regardless of how they appear, details on the voucher should include key information regarding what is being provided by whom, so there is a clear understanding between the clients and the supplier when the service is being utilized.

Examples:

Hotel voucher

COMPANY NAME	PH: 867-666-5555
Address	FX: 867-666-4444
Postal code	
SERVICE VENDOR: Name of supplier	CLIENT NAME: Mr and Mrs. J Smith
address	Date of arrival: June 1, 2008
address	Date of departure: June 4, 2005
phone number	
Confirmation #: confirmed by Sue or CF# 359687	
SERVICE PROVIDED: three nights, Jacuzzi room with breakfast daily.	
Please provide accommodation and breakfast as per confirmed reservation. Voucher is good for above inclusions only. <u>Incidental charges are the responsibility of the clients and must be paid directly to service vendor prior to departure.</u>	
CUSTOMER IS TO PRESENT VOUCHER TO SERVICE VENDOR AS PROOF OF PAYMENT FOR SERVICES STATED. VENDOR TO FORWARD TO COMPANY NAME WITH COPY OF INVOICE. CHANGES TO THE CONDITIONS NOTED ON THIS VOUCHER, OTHER THAN THOSE ENDORSED BY <i>COMPANY NAME</i> WILL RENDER THE VOUCHER INVALID.	

Day Tour or Multi –Day Tour

COMPANY NAME	PH: 867-666-5555
Address	FX: 867-666-4444
Postal code	
SERVICE VENDOR: Name of supplier	CLIENT NAME: Mr and Mrs. J Smith
address	Date of Tour: June 1, 2008
address	Departure: 10am (arrive 10 minutes prior)
phone number	
Confirmation #: confirmed by Nancy	
SERVICE PROVIDED: Guided 1/2 day mountain bike tour, includes use of mountain bike, helmet, side bags, and picnic lunch	
Please provide bike tour as per confirmed reservation. Voucher is good for above inclusions only. <u>Incidental charges are the responsibility of the clients and must be paid directly to service vendor prior to departure.</u>	
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