

# Restatement of Payment Policies



## Re-Statement of Payment Policies

*This policy can also be found under item #17 of your Independent Contractor Agreement*

### Payments from Clients and to Vendors

- The Independent Contractor may take credit card numbers after receiving a signed authorization from the client to apply charges to their card.  initial
- The credit card will be processed either by Thomas Hogan Travel or the vendor.  initial
- Independent Contractor **must** pay the GROSS amount of the sale or deposit and at no point should ever make a NET payment to a vendor.  initial
- If a NET payment is taken or posted by the Independent Contractor their contract with The Agency will be terminated.  initial
- If the client pays with a check, it **must** be made payable to Thomas Hogan Travel or Travel Leaders and sent to our office with a completed Check Request Form for processing.  initial
- The Independent Contractor may not at any time make a payment on a client booking with their personal or business check or credit card.  initial

### Termination of Contract by Travel Agency

In the event that you fail to comply with any of these Terms & Conditions, The Travel Agency may immediately terminate your membership. If your membership is terminated by The Travel Agency for any reason, you will not be entitled to any refund of payments or membership fees and all travel commissions earned by you may be withheld if necessary to offset any balances owed to The Travel Agency, travel consumers and/or The Travel Agency's suppliers. The Travel Agency reserves the right to cancel any membership at any time for any reason in its sole discretion.  initial

Signed on this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.

INDEPENDENT CONTRACTOR:

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*