Solmar Overview

Making A Booking













Visit <u>www.solmarvillas.com</u> to make a booking 24/7!





- Go to <u>https://www.solmarvillas.com/user/login</u> and login using the login details provided during the registration process.
- If you do not have these, please contact your head office (if applicable) first.
- If you still cannot access the site, please contact <u>tradesales@solmarvillas.com</u>.
- Please note that price parity is in effect, so you do not need to be logged in to check prices.



- The agent booking website looks exactly the same as the customer site.
- Use the search bar at the top of the page to bring up a list of villa options by selecting the destination, dates and number of people staying in the villa.
- You have the ability to narrow down the search results using the filters on the left hand side of the page. This will allow you to only show villas with pool heating or air conditioning, for example.
- Bear in mind that exclusive villas have live availability – villas not listed as exclusive will require that the sales team contact the supplier to check the availability before taking a confirmed booking so please get in touch on 01283 505710.



- Most destinations have fixed changeover days (particularly during peak season, June-September). During this period, arrival dates are not flexible so as to not create any gaps in availability.
- These check in/out days usually correspond with the main days in which the local airport has the majority of airlift coming in and going out. For a full list of these, please see the FAQs section in the Travel Agent Hub.
- We tend to open up the changeover days during the shoulder months (April-May, October-November) to give more flexibility.

			(0800 7 999 888)	£ GBP Favourites Dashboard
Solmar villas	Our Destinations Our Villas	s Deals & Offers	Information Contact	
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				Web Reference: 329478
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	Enter the c	ustomer's email addre	ess below.	
Customer Email				
	Email:*			
	Confirm Email:*			
		Continue		
< Back				

- You can now view the pricing of the selected property.
- You should take a 25% deposit from the client if travelling outside of 12 weeks prior to travel. If the client is travelling within 12 weeks then you will need to take full payment from them.
- Enter in the same email address used to register/login in order to proceed through the booking process.

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	10.14	Transport Total C £0.00 £2,7	ost Payable N 18.14 £679.5			
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Choc	se from a wide selec	tion of villa extras, rang	ing from food packs		ment to pool heating	and fans.
Description	100% Refund Receive a full refund i Find out more	Guarantee	place on your day of t	ravel. *		Price Included
Complimenta	ry Cot and Highchair					£0.00
< Back						Continue >

- The next section is where you can add on extras.
- This will contain options such as cots, highchairs, stairgates, welcome packs, pool heating (if applicable) etc.
- If you do not see a specific extra, please get in contact with the sales team on 01283 505710.

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solmar villas	Our Destinati	ons Our Villas	Deals & Offers	Information	Contact		The Travel A	STA Sociation
O EXTRAS		O TRANSPORT		PASSENGERS			REVIEW	
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- You can now add on transport, so car hire or transfers.
- Use the search facility to bring up a list of car hire options. You can click on the transfers tab to show the transfer options also.
- If there are no options showing, the contracts may not be agreed yet, so please contact the sales team on 01283 505710.
- You can also add these options on postbooking if you wish, by contacting our concierge team on 01283 505713.

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Title:* DOB:*	- Select - V			st Name:*	tradesa	es@solmarvilla		Surname:*	
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- Now you must enter in the lead passenger's name and date of birth. We will require the rest of the party's information post-booking.
- Please fill in your agency's address and contact number.
- Finally, select how you wish to receive marketing from Solmar Villas, then you can proceed.



O	O TRANSPORT	PASSENGERS	REVIEW		
Back	Rev	Your Holiday Breakdown			
		Accommodation			Total
	Please check that all your	Villa Raquel, Pollensa, Majorca 7 nights, arrival 5th Aug 2023, departure 12th	h Aug 2023		£2,718.14
	Villa Raq	Villa Extras		Unit Price	Qty Total
h	Holiday Date	100% Refund Guarantee		£0	1 £0.00
	Total Passen	Important Information			
		For environmental and energy savings, this vil throughout the night.	la has timed air conditioning to ensure you have	air conditioning durir	ng the middle of the day and
	3 2	Redeem Voucher or Referral Code			
d Passenger - Adult 1		Holiday Total			£2,718.14
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DB:* 01.01.1980	Email:*	Select a payment option.			
		Pay Total			£2,718.14
ostcode:* DE14 2WX		Pay Deposit			£679.53
ddress 1:* Solmar Villas		No Payment			£0.00
		Payable Today			£0.00
ddress 2: Unit 13, Faraday Cour	rt, Centrum One Hundred				
		Book The Villa			
			BOOK NOW		

- Check that the information entered is accurate and that the correct extras are showing in the *Villa Extras* section.
- Ensure that the client is aware of any notes in the *Important Information* section.
- Tick the No Payment option in the Make a Payment section. This will allow you to complete the booking without entering any card details. You will then receive an invoice from us which should be paid within four working days.
- Please ensure that you and your client have read and are familiar with our terms and conditions.
- Please check your agent agreement for your commission level or contact us directly.

We will need to confirm the booking with the supplier. Please don't commit to any other elements such as booking flights until you've heard back from us to confirm. Alternatively, feel free to call us on 0800 7 999 888 to discuss this booking.

- If you see the pictured message when booking, this signifies that your selected villa is on request.
- You may proceed with the booking as normal and our supplier will then be notified of the booking.
- They will then advise us whether the selected dates are possible or not. If they are, then you will receive the confirmation email for the booking as normal. If not, you will be contacted by our sales team to discuss how you wish to proceed. We can endeavour to find you an alternative property or we can just simply cancel the booking down.



Top Tips

- Always look for flights that work best with the 4pm check in and 10am check out times for the villa. Early flights may get the clients to resort a little quicker, but they will need to have plans to fill the time before the official check in!
- Why not look to offer a welcome pack which contains essentials to get the holiday off to a good start? This ensures that the first stop the next morning is the swimming pool and not the supermarket!
- Car hire or transfers? Some properties are car recommended, so make sure the clients are aware of this when booking. Transfers are a convenient and easy way to get the clients to their destination if they don't want or need a car!
- Take advantage of the filter options when searching for a villa. It can be overwhelming when hundreds or properties are showing up on the search, so try to narrow down the results based on the client's requirements to make it more manageable!
- Exclusive villas have live availability so can be confirmed instantly. Bear this in mind when booking a client's flights!





Telephone Booking





Phone Booking

Sales	Villa Concierge
Pre-booking enquiries	Post-booking enquiries and holiday extras
Tel: 0800 7 999 888	Tel: 01283 505713
International Tel: 0044 1283 505710	International Tel: 0044 1283 505713
Opening Hours	Opening Hours
Monday - Friday: 9am - 6pm	Monday - Friday: 9am - 6pm
Saturday: 9am - 5pm	Saturday: 9am - 5pm
Sunday: 10am - 4pm	Sunday: 10am - 4pm

If you are having difficulties, simply call one of our villa specialists during office opening hours for assistance!

They will be able to answer questions regarding enquiries and also complete bookings for you!



Phone Booking



We also have a dedicated *LiveChat* system to answer any of your queries!

If the phone lines are busy and you wish to make a booking, it's a good idea to get in touch with us via our *LiveChat* system so that we can call you and save the frustration of waiting!



Out of Hours

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Solmar villas	Our Destinations Our Villas	Deals & Offers Information	Contact	
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Home > Contact Us	Ask	< a question		
What would you like to contact us ab				
What would you like to contact us ab	put? *			
Question before booking Question after booking				
Report a problem in resort Make a complaint		SUBMIT		

Out of hours, you can leave us a message via our Ask A Question page and we will contact you on our return.



Post Booking

Made a booking – ? now what?





Post Booking

- Once the booking has been made and the villa availability confirmed (if applicable), all relevant client and agent documentation will be sent over to your supplied email address for processing and payment to be arranged.
- Make sure that your client takes out a comprehensive travel insurance policy that covers all members of the party for the full duration of the client's stay.
- Collect all of the advanced passenger information (API) from all members of the party, as well as the client's flight information. This can all be manually loaded onto the booking by logging into your account and selecting the correct booking. Alternatively, please email this information over to <u>concierge@solmarvillas.com</u> along with the corresponding booking reference.
- To add on any extras after booking, please contact our Concierge Team on 01283 505713.





Post Booking

🖄 solmar villas			Return to Site Logout	0800 7 999 888
fome > Travel agent				
		Travel Agent Bookings your booking area where you can view and update your details. st you with a wide range of holiday extras - simply call us on 0044 1283 505713 🌛		
ID	Villa Name	Holiday Date		Actions
38487	Villa Raquel	05/08/2023		edit

- You can access all of your bookings via your agent portal and download any relevant documentation, such as confirmations and travel documents (when available).
- Please double check all of the details in this section and should there be any discrepancies, please advise us within 24 hours. After this time any changes may incur a charge.

