

Making a Booking

Travel Agents – December 2022

Make 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 log in 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 Favou	rites Dashboard
SOLMAR VILLA HOLIDAYS	Our Destinations Our	Villas Deals & Offe	rs Information	Contact	BABTA
BACK TO VILLA MARISMAS SOMBRA	CUSTOMISE	PAS	SENGERS	REVIEW & PA	AYMENT
Customise Your Holiday Browse and add extras such as cars, trar	nsfers, and villa extras before y	you proceed to book.		ZANE	
Transfers			From £48.65 🔥	A STATE	TAVANA
Private return transfers, directly to and	d from your villa			100	
Airport to Son Bou One Way Tran	nsfer 1-3 pax		£48.65		
Son Bou to Airport One Way Transfer 1-3 pax £48.65			Villa Marismas Sombra Son Bou, Menorca 04/08/2023 - 11/08/2023 Web Reference (j) 3221		
Airport to Son Bou One Way Transfer 4-7pax £55.28					
Son Bou to Airport One Way Transfer 4-7pax £55.28				3221	
Airport to Son Bou One Way Tran	nsfer 8-12 pax		£77.39	Villa	£2,590.50
Son Bou to Airport One Way Tran	nsfer 8-12 pax		£77.39	Total Cost Payable Now	£2,590.50 £647.63
Airport to Son Bou One Way Tran	nsfer 13-16 pax		£96.19		
Son Bou to Airport One Way Tran	nsfer 13-16 pax		£96.19		
Villa Extras			From £0.00 ^		
Choose from a wide selection of villa e and fans.	extras, ranging from foodpac	ks and baby equipment	to pool heating		
100% Refund	Guarantee				
			BOOK NOW >		

- You can now view the pricing of the selected property and customise your client's holiday.
- You should ensure that you 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.
- You can use the pink headers at the top of the page to navigate through the booking process more quickly.



Villa Extras From **£0.00** Choose from a wide selection of villa extras, ranging from foodpacks and baby equipment to pool heating and fans. 100% Refund Guarantee 100% Receive a full refund if there are restrictions in place on your day of Included REFUND travel. * Find out more £0.00 Complimentary Cot and Highchair £18.80 Baby Seat Return Booster Seat Return £18.80 Baby Monitor £27.63 Highchair £27.63 Fan £27.63 Baby Walker £27.63 £27.63 Baby Bottle Steriliser £33.12 Travel Cot Food pack 1-4 People £34.83 £38.70 Stairgate Food pack 5-8 People £40.63 Shower Stool £49.76 Pushchair Group B2 £50.85

Here you can add on car hire, transfers and villa extras to your client's booking.

- 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.
- If there are no car hire 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.



		(0800 7 99	99 888 £ GBP Favourites Dashboard		
SOLMAR VILLA HOLIDAYS	Our Destinations Our Villa	as Deals & Offers Information	Contact		
BACK TO VILLA MARISMAS SOMBRA	CUSTOMISE	PASSENGERS	REVIEW & PAYMENT		
Lead Passenger			7465 1 42		
Title:* - Select -	DOB:* D	D/MM/YYYY adesales@solmarvillas.com			
Surname:* Country:* United Kingdom	Mobile Tel:*		Villa Marismas Sombra		
Payment			^		
Pay lotal			£2,590.50		
Pay Deposit			£647.63		
No Payment			£0.00		
Payable Today			£647.63		
Remaining Balance (due by 1	2th May 2023)		£1,942.88		
I have read and agreed to the <u>Click here to see important i</u>	e terms & conditions * nformation	I can confirm all member will purchase within 48 insurance policy*	ers of the party already have, or hours, a comprehensive travel		
BOOK NOW					

* This insurance should, as a minimum, protect you against cancellation, curtailment, medical expenses, loss/theft of possessions and documents, personal liability and airline failure.

- The next section requires you to fill in passenger details for your client.
- Enter the lead passenger details and ensure that the email address is the same as the one you signed in with.
- Fill in your agency's address and contact number so that we have a point of contact before the client travels.
- If you have the details for all passengers, please fill in this information for everyone. If not, you can fill this in at a later date.
- Passport details can also be added at the time of booking if you have these as well.





- Finally, you must review the booking with the client and ensure that everything listed is accurate.
- Once they are happy, take payment from the client.
- Make sure you take note of the remaining balance due date (if applicable).
- 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.



Payment	<u>^</u>
Pay Total	£2,590.50
Pay Deposit	£647.63
Vo Payment	£0.00
Payable Today	£0.00
BOOI	KNOW

- 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.
- 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. We will get back to you within the next 24 hours. I understand and agree.*
- If you see the pictured message when booking, this signifies that your client's 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!



Make a Booking

Telephone Booking







Telephone 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!



Telephone 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



If you are having difficulties making a booking during 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.

