

HOW TO BOOK

Booking your holiday with us could not be quicker or easier – just follow the steps below.

STEP 1 call us on 01245 222477 so we can confirm the availability of your choice of tour. We will then hold your telephone reservation for one week whilst you complete your Booking Form.

STEP 2 send your completed Booking Form to **C & J Tours Ltd, 8 Belvedere Close, Danbury, Essex. CM3 4RG** along with a deposit of £50.00 per person for UK tours / £60.00 per person for tours to Ireland and Europe. Should you wish NOT to take advantage of the Complimentary Travel Insurance offered on all our tours, please tick the relevant box on the Booking Form and complete the Insurance Disclaimer Form on the reverse of the Booking Form. Cheques should be made out to **C & J Tours Ltd**. You need to send the full amount if the booking is being made less than 8 weeks before the tour departs. Sorry, we do not take credit cards or post-dated cheques.

When we have received and processed your Booking Form, we will send you a Confirmation of Booking, along with a Travel Insurance Policy. The Confirmation outlines the Financial Failure Policy, records your booking details and shows the balance due and the date it should be paid to us. Please check the details are correct and make a note of the balance due date, as we do **NOT** send out reminders.

STEP 3 send your cheque for the balance by the date shown, **along** with your Confirmation of Booking. We will then sign the Confirmation to confirm receipt of your balance and return it to you along with your luggage labels and confirmation of your pick-up point and time.

Remember the earlier you book the more chance we have of being able to provide you with the tours and seats of your choice.

PLEASE BE SURE TO READ OUR TERMS OF BUSINESS BEFORE YOU COMPLETE YOUR BOOKING FORM & MAKE SURE THE TOUR YOU ARE BOOKING ON IS SUITABLE FOR YOU.

OFFICE HOURS

Monday-Friday 9am till 5pm; Saturday 9am till midday.

If for whatever reason the phone is set to answer machine, please leave a message and we will return your call as soon as possible.

COACH SEATING PLAN

When making your booking, you will be offered the best available seats. Requests for particular seats can be made, but as booking are made on a 'first-come, first served' basis, we recommend you book early to avoid disappointment. Your allocated seat will be clearly stated on your Confirmation.

PLEASE NOTE – the seating plan below is for our NEW coach which is planned to arrive in April 2017

⊕	4	8	12	16	20	W	28	32	36	40	44	48	52
	3	7	11	15	19	C	27	31	35	39	43	47	51
COACH SEATING PLAN													
2	6	10	14	18	22	24	26	30	34	38	42	46	50
1	5	9	13	17	21	23	25	29	33	37	41	45	49

LOCAL PICK POINTS

As a result of traffic congestion impacting on driving time, declining numbers of passengers at some of the pickup points, making them uneconomic to serve and the uncertainty about the closure of the bridge at Finchingfield, we have reluctantly taken the decision to delete certain pickup points. We apologise if this decision causes a problem for anyone. If it does, please contact us and we will provide contact details for a reliable taxi company.

We aim to keep the number of pickup points to a minimum, thus avoiding an over-long pickup route, but at the same time offering sufficient and convenient pickup points. **Please note** – we only pickup/drop off at the designated points, unless arrangements have been made with C & J Tours Ltd in advance, and then only in exceptional circumstances. At the end of the tour, the order of the drop offs is at the discretion of the driver. With regard to drop off points, to avoid any embarrassment, we politely ask passengers **NOT** to request an 'extra' drop off point. We have very strict driving rules and regulations to adhere to and your fellow passengers want to get home as well – extra drop off points mean a longer drop off route and more working/driving time for the driver! All of the pickup points listed below are available at the time of booking should they be required, unless otherwise stated. Due to the natural demand only a selection will be utilised for any one particular tour, therefore if you book within 8 weeks of departure only those pickup points already selected will be available. Plus, due to driving restrictions, on some of our tours not all the pickup points will be available and depending on numbers getting on at a particular pickup point we may ask you you're your own way to an alternative pickup point. Please check at time of booking.

Gosfield Green Man; **Bocking** Four Releet/Broad Rd/Six Bells or College (we will advise prior to departure)/St Mary's Church; **Braintree** Deanery Hill/Panfield Ln-Kings Rd junction/Co-op/Bus Park/St Michaels Hospital; **Rayne** Welsh Princess; **Saling Oak** Palm Trees; **Great Dunmow** Croft Court/Club/Queen Vic/Tesco's; **Little Canfield** Treetops/The Bungalow; **Takeley** Four Ashes; **Start Hill** Bus stop.