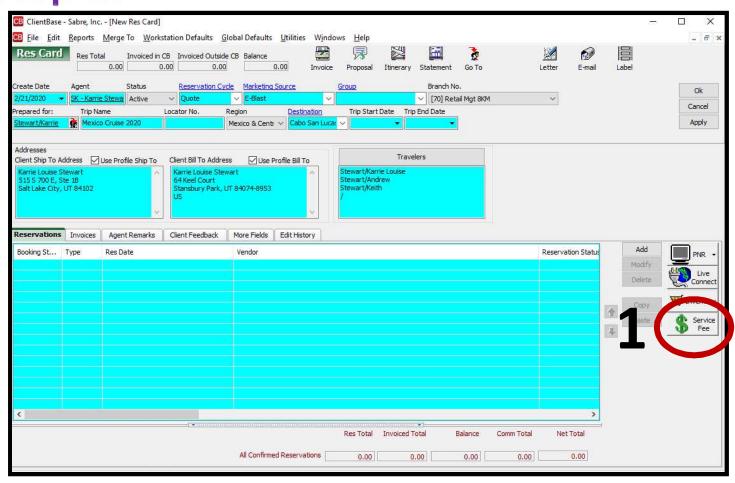
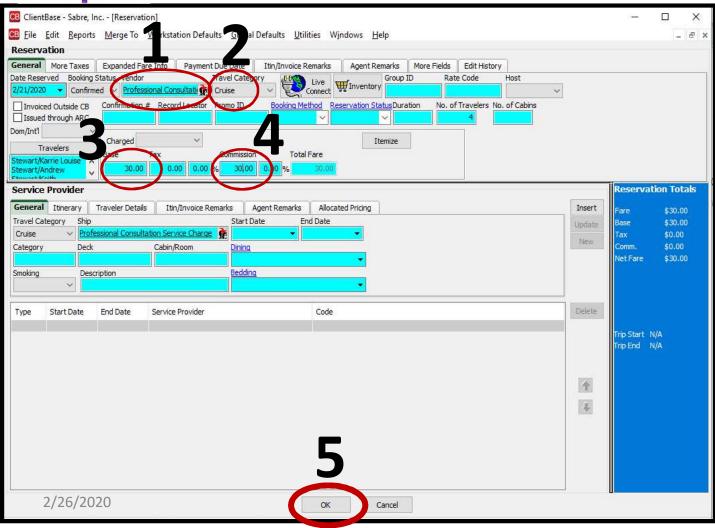
**Step 1:** Log into CB & Create a Res Card for the Cruise (if you haven't already)



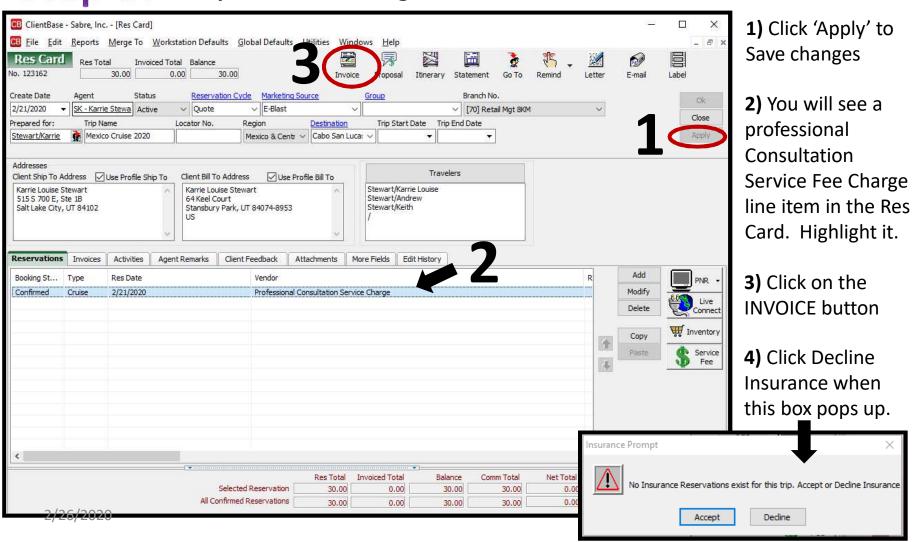
1) Click on the service Fee Button

**Step 2:** Fill out service Fee information

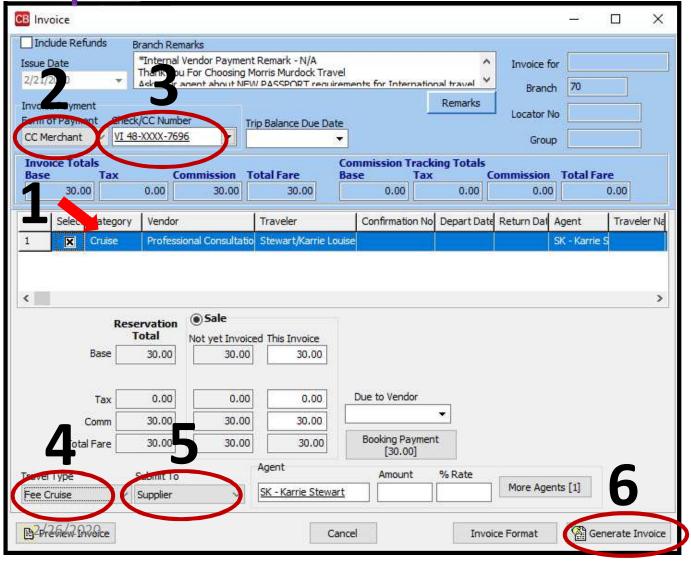


- 1) Vendor: Default to 'Consultation Service Charge
- 2) Travel Category: CHANGE to 'Cruise' using the drop down menu
- 3 & 4)
  Base & Commission:
  Change Base to
  amount you want
  to charge. Make
  Commission box
  Match exactly.
- 5) Click OK

### **Step 3:** Prepare for Invoicing



**Step 4:** Continue Preparation for Invoicing



- 1) Highlight the Service Fee by Clicking on the Line
- **2)** Change Form of payment box to CC Merchant
- **3)** Add Credit card from Drop down Menu. (DO NOT add Credit Card number manually. Add Credit Card to Client profile before invoicing.)
- **4)** Change Travel Type to "Fee Cruise'
- **5)** Make sure 'Submit to' is 'Supplier'.
- 6) Click "Generate Invoice"

# Fee Invoice Example:

1) Make note of Invoice number.

\*\*Note: You will add Invoice number to future Invoices pertaining to this Cruise.

#### MORRIS MURDOCK

TRAVEL

Invoice No.: 2370278 Invoice Date: 2/21/2020

Travel Consultant: SK - Karrie Stewart

Group No.: Page No.: 1

Interface ID: 4358826927

Karrie Louise Stewart 64 Keel Court Stansbury Park, UT 84074-8953 US

Cruise Reservation

Vendor : Professional Consultation Service Charge Booking Status : Confirmed

No. of Travelers : 4

Travelers : Stewart/Karrie Louise; Stewart/Andrew; Stewart/Keith; /



Cruise

Professional Consultation Service Charge

		Total
Reservation Totals	\$	30.00
Prior Invoiced Totals	\$	0.00
This Invoice Totals	\$	30.00
	Paid By Credit Card VI 48-XXXX-7696; \$	(30.00)
	Balance; \$	0.00

\*Internal Vendor Payment Remark - N/A

Thank You For Choosing Morris Murdock Travel

Ask your agent about NEW PASSPORT requirements for International travel beginning December 31st, 2006.

Please review the above information, such as Name Spelling, Dates, Times and Pricing for accuracy.

Initial \_\_\_\_

Taxes and fuel surcharges are subject to change until tickets issued.

I have been offered and I have declined the purchase of: Trip Cancellation (including airline, cruise, and tour operator default) and travel accident/limited sickness/medical/trip interruptions insurance.

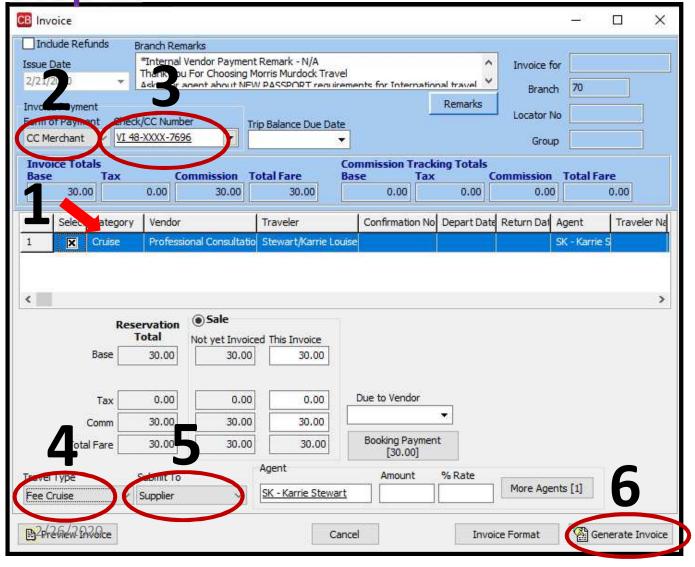
I, the undersigned will not hold MORRIS MURDOCK TRAVEL and/or its agents responsible for any expenses incurred by me resulting from delay/cancellation of my trip, accident, sickness, death, stolen or damaged baggage or property.

Dat	6	

Client Signature

### Cross Reference Fee Invoice to later Invoices. CB

**Step 1:** Continue Preparation for Invoicing



- 1) Highlight the Service Fee by Clicking on the Line
- 2) Change Form of payment box to CC Merchant
- **3)** Add Credit card from Drop down Menu. (DO NOT add Credit Card number manually. Add Credit Card to Client profile before invoicing.)
- **4)** Change Travel Type to "Fee Cruise'
- **5)** Make sure 'Submit to' is 'Supplier'.
- 6) Click "Generate Invoice"

# Fee Invoice Example:

1) Make note of Invoice number.

\*\*Note: You will add Invoice number to future Invoices pertaining to this Cruise.

#### MORRIS MURDOCK

TRAVEL

Invoice No.: 2370278 Invoice Date: 2/21/2020

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Dat	6	

Client Signature