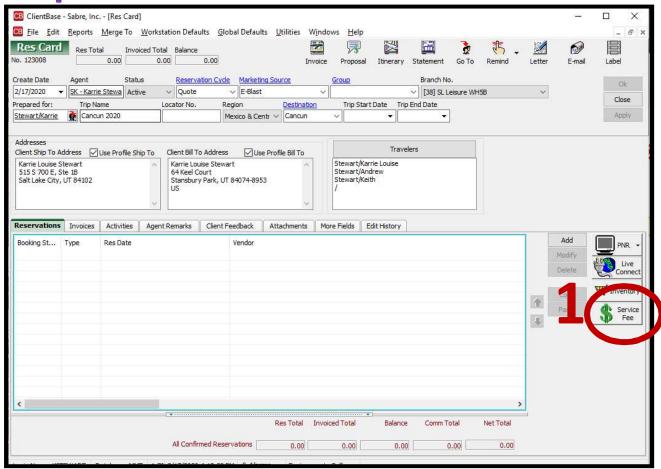
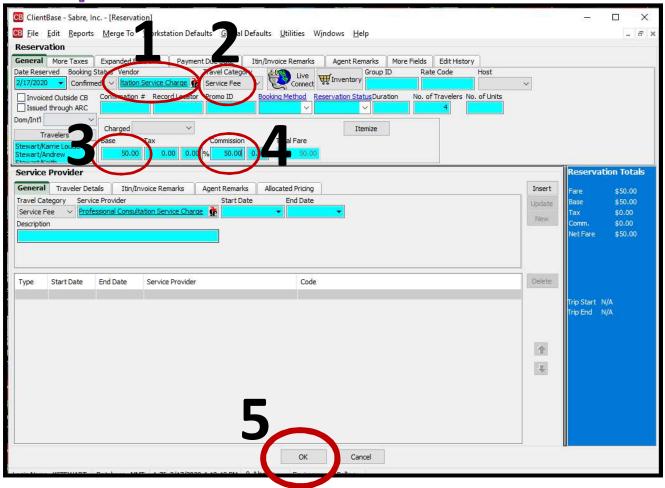
Step 1: Log into CB & Create the ResCard



1) Click on the service Fee Button

Step 2: Fill out service Fee information



1) Vendor: will default

to: 'Professional Consultation Service Charge'

2) Travel Category:

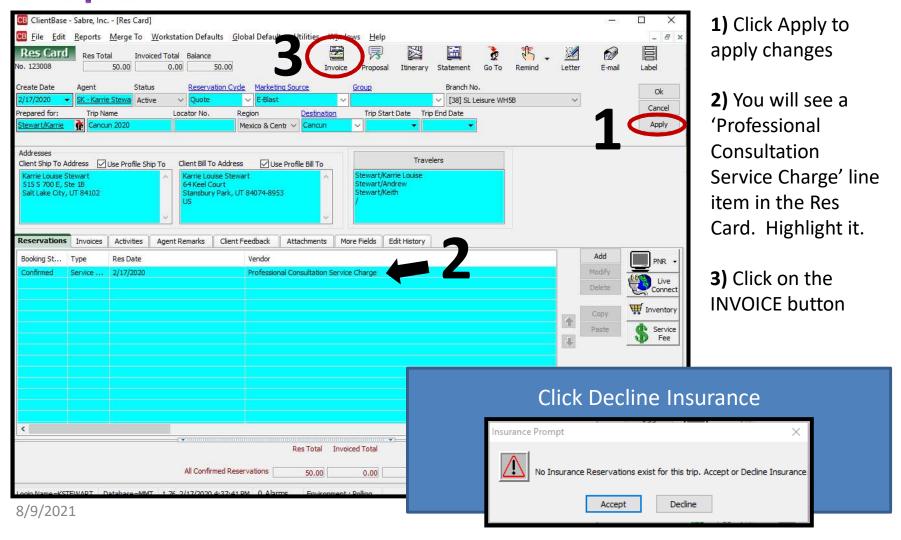
Will default to "Service Fee". Use Drop down menu to choose applicable category.

3 & 4)
Base & Commission:

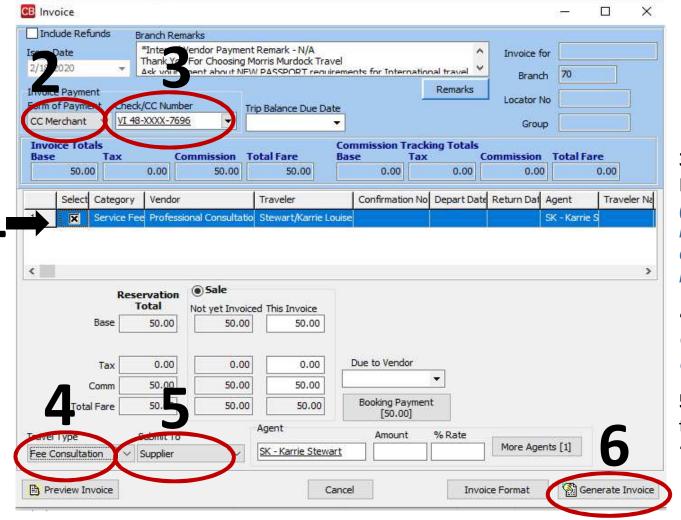
Change Base to amount you want to charge. Make Commission box Match exactly.

5) Click OK

Step 3: Prepare for Invoicing







- 1) Highlight the Service Fee by Clicking the select box.
- 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 correct description. (scroll down to find Fee options)
- **5)** Make sure 'Submit to' is defaulted to 'Supplier'.
- 6) Click "Generate Invoice"

MORRIS MURDOCK TRAVEL

Invoice No.: 2370277 Invoice Date: 2/18/2020

Travel Consultant: SK - Karrie Stewart

Group No. : Page No. : 1

Interface ID: 4358826927

Fee Invoice Example:

Consultation Fee

Vendor : Professional Consultation Service Charge No. of Travelers :

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



Service Fee

Karrie Louise Stewart

Stansbury Park, UT 84074-8953

64 Keel Court

Professional Consultation Service Charge

Reservation Totals Prior Invoiced Totals This Invoice Totals	\$ \$ \$ Paid By Credit Card VI 48-XXXX-7696: \$ Balance: \$	Total 50.00 0.00 50.00 (50.00) 0.00
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*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.

	[Date	
Client Signature			