

WINDSTAR CRUISES

Windstar Online Booking Instructions



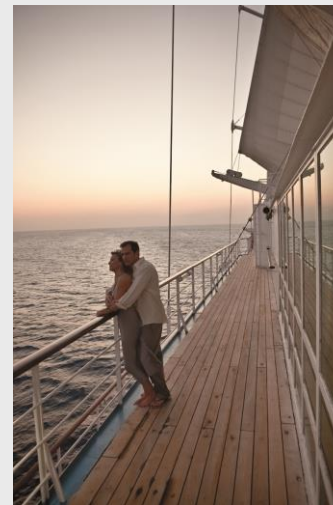
WINDSTAR®
CRUISES
180° FROM ORDINARY®

book WINDSTAR ONLINE

We are thrilled that you have taken the time to learn about Windstar's new online booking system and hope you will find it helpful when booking your clients on a Windstar cruise!

In this PowerPoint, you will learn how to book your clients using the following steps:

1. Pull up your agent profile.
2. Find past clients and enter information in for new clients.
3. See all options of sailings for your clients – dates, yachts, destinations, cabins, etc.
4. Find all current and combinable promotions.
5. View all staterooms available based on a yacht map and pick the exact one available for your client.
6. Find pricing available to view – hotels, transfer, shore excursions, etc.
7. Add land and hotel packages, shore excursions and transfers.
8. Create an invoice and send the invoice to your clients.
9. Build the best vacation for your client!



[Report a Problem](#)

NEW RESERVATION

> [Alt Res ID / Gro...](#)

Agency | [Guest Info](#) | [Vacation](#) | [Voyage](#) | [Category](#) | [Land Packages](#) | [Transfers](#) | [Special Requests](#) | [Optional Shore Excursions](#) | [Pricing](#) | [Payment Schedule](#)

▼ **Opened Reservations**

-54747389 **SHOPPING**
Agency **TEST**
Country of Origin **US**
Agent **TEST TEST**
Sec. Agency **WINDSTAR CRUISES**
Sec. Agency Phone+1 (206) 292-9606
Guests **2**
Dining **AMPHORA**
Language **N/A**
Expires In **30 min**

[Close all opened](#)

Session expires in: 29:51 min.

i Agency and Agent information

PRIMARY AGENCY AND AGENT

AGENCY

AGENT

*Agency ID	Name	Agency Phone	Agent ID	Name	Agent Phone
<input type="text" value="11097"/>	<input type="text" value="TEST"/>	<input type="text"/>	<input type="text" value="827"/>	<input type="text" value="TEST TEST"/>	<input type="text"/>
ARC	Currency				
<input type="text"/>	<input type="text" value="USD"/>				

[Continue](#)



In order to make a new reservation, you will need to first click “New Reservation” just to the right of the Windstar Cruises logo in the top left-hand corner. Once you click this, your information should auto-populate on this screen in the **Agency** tab. If you do not see the correct information, please contact: windstar_sales@windstarcruises.com for assistance. When you have confirmed that your information is correct, click continue to proceed to the **Guest Information** tab to build your client’s vacation.

Report a Problem

> Alt Res ID / Gro...

Opened Reservations

-58192369 SHOPPING

Agency

Country of Origin

Agent

Agent Phone

Sec. Agency

Sec. Agency Phone

Guests **2**

Dining

Language

Expires In

#-58192157 SHOPPING ×

No sail selected, 2 guests

Expires In **19 min**

[Close all opened](#)

Session expires in: 29:19 min.



NEW RESERVATION

Agency **Guest Info** Vacation Voyage Category Land Packages Transfers Special Requests Optional Shore Excursions Pricing Payment Schedule

GUEST INFO

- i** Always search for existing guest to ensure all possible discounts.
- i** For pricing and availability only, do not add guest name, continue to the next screen.

To change Guest order, click and drag the icon in the first column

Guests	Client ID	Address	Household ID	Age			
☰ Guest #1	(not set)		0	ADULT	Create	Search	Delete
☰ Guest #2	(not set)		0	ADULT	Create	Search	Delete

Back

Add Guest

Continue

You will now be on the tab called **Guest Information**. If you simply want to check general pricing and availability, select “Continue”. If you are booking a client, or wish to search for specific Yacht Club Member pricing, please search for your client first by clicking the “Search” button. This allows all past guest discounts to apply to the booking and avoids duplicate bookings from being made. If you know that your client has never sailed Windstar Cruises before, please create a new client profile in our database by choosing “Create” and entering all pertinent information.

Report a Problem

> [Alt Res ID / Gro...](#) > [Agency Profile](#)

Opened Reservations

-56285242 SHOPPING
 Agency **TEST**
 Agency Phone **+1 (333) 333-4555**
 Country of Origin **US**
 Agent **TEST AGENT**
 Sec. Agency **WINDSTAR CRUISES**
 Sec. Agency Phone **+1 (206) 292-9606**
 Guests **2**
 Dining **AMPHORA**
 Language **N/A**
 Expires In **29 min**

[Close all opened](#)

Session expires in: 28:23 min.



NEW RESERVATION

[Agency](#) | [Guest Info](#) | [Vacation](#) | [Voyage](#) | [Category](#) | [Land Packages](#) | [Transfers](#) | [Special Requests](#) | [Optional Shore Excursions](#) | [Pricing](#) | [Payment Schedule](#)

SEARCH CLIENT

SEARCH CLIENT BY CLIENT ID

OR BY:

Client ID

Phone

SEARCH BY THE FOLLOWING CRITERIA:

Last Name/Surname

First Name

D.O.B

[Back](#)

[Clear All](#)

[Create New](#)

[Search Client](#)

You are able to search for your either by client ID, client phone #, or by entering client’s last name, first name and D.O.B. After you have entered client information, please click “Search Client.” If the client does not exist in the system you will see a yellow bar appear at the top of the screen that states “No clients found.” If this is the case, please click the “Create New” button located in the lower right corner of the screen to create a new client profile (first name, last name, birthdate, email, and address will be required). If you need to try a new search, click the “back” button. If you want to start over, click “clear all.”

Report a Problem

> [Alt Res ID / Gro...](#) > [Agency Profile](#)

Opened Reservations

-56285242 SHOPPING
 Agency **TEST**
 Agency Phone **+1 (333) 333-4555**
 Country of Origin **US**
 Agent **TEST AGENT**
 Sec. Agency **WINDSTAR CRUISES**
 Sec. Agency Phone **+1 (206) 292-9606**
 Guests **2**
 Dining **AMPHORA**
 Language **N/A**
 Expires In **28 min**

[Close all opened](#)
 Session expires in: 27:29 min.



NEW RESERVATION

[Agency](#) | [Guest Info](#) | [Vacation](#) | [Voyage](#) | [Category](#) | [Land Packages](#) | [Transfers](#) | [Special Requests](#) | [Optional Shore Excursions](#) | [Pricing](#) | [Payment Schedule](#)

SEARCH CLIENT

SEARCH CLIENT BY CLIENT ID **OR BY:**

Client ID Phone

SEARCH BY THE FOLLOWING CRITERIA:

Last Name/Surname First Name D.O.B

[Back](#) [Clear All](#) [Create New](#) [Search Client](#)

CLIENT SEARCH RESULTS

Quick Search [Clear](#)

<input checked="" type="checkbox"/>	Client ID	Ac...	First Name	Mi...	Last Name	Birthday	Age	Phone	Household ID	Coupons
<input checked="" type="checkbox"/>	3000020	✓	JAYMI		KIEHLE	<input type="text" value="06/21/1985"/>	31		1280884	

Household ID links Guests that live in the same household

This is what it will look like if your client already exists in our system. Check the box next to the client's name and select "Add to Reservation" which will appear on the lower right hand screen. If guests have a Household ID number, you can click this and it will pull both past guests onto a new reservation together.



WINDSTAR CRUISES | New Reservation | My Reservations | Clients | Pay Reservation | Payment History | My Agency | Groups | AGENTWEBVX/MAIN

Report a Problem | NEW RESERVATION

> Alt Res ID / Gro... > Agency Profile

Agency | Guest Info | **Vacation** | Voyage | Category | Land Packages | Transfers | Special Requests | Optional Shore Excursions | Pricing | Payment Schedule

VACATION

Define Search parameters.
Search will default to 30 days, to expand to 60 days manually enter "to" date, to expand to 90 days, specify Yacht.

SPECIFY NEW RESERVATION PARAMETERS

From: 12/06/2016 | To: 01/05/2017 | Vacation Length: Any Length

Destination: Select desti... | Embark Port: Select port | Ship: Select ship

NUMBER OF GUESTS

Adults: 2 | Chil...: | Infa...:

ADDITIONAL PARAMETERS

*State/Province of Residency: UNKNOWN | Itinerary: Choose Itinerary

Price Program:

Include Insurance

Back | Clear All | **Start Search**

After you have input client information and pressed “Continue,” you can start building your client’s cruise on the **Vacation** tab. Here you search for your client’s preferred sailing date. The date range will default to a 30 day window; however, you may expand it to a 60 day window by manually entering the “to” date. To expand the window to 90 days, you will also need to specify the yacht your client wants to sail. Within the date range, you will be given several sailing options. If you are still having a hard time locating the preferred sailing, you can filter more by specifying a cruise destination, embark port, yacht, # of guests, or by the additional parameters. From here click “Start Search” to pull up all voyages that fall into the parameters set. Sailings before April 1, 2017 are not available in *book*WINDSTAR ONLINE.

WINDSTAR CRUISES | New Reservation | My Reservations | Clients | Pay Reservation | Payment History | My Agency | Groups | AGENTWEBVX/MAIN

Report a Problem

> Alt Res ID / Gro... > Agency Profile

Agency | Guest Info | Vacation | **Voyage** | Category | Land Packages | Transfers | Special Requests | Optional Shore Excursions | Pricing | Payment Schedule

NEW RESERVATION

VOYAGE

Opened Reservations

-56285242 SHOPPING
 Agency **TEST**
 Agency Phone **+1 (333) 333-4555**
 Country of Origin **US**
 Agent **TEST AGENT**
 Sec. Agency **WINDSTAR CRUISES**
 Sec. Agency Phone **+1 (206) 292-9606**
 Guests **2**
 Dining **AMPHORA**
 Expires In **30 min**

[Close all opened](#)
 Session expires in: 29:43 min.

27 cruises found

Grouping: Destination Show Res Total Estimate Show Estimate for Guest 1

Ship	Vacation Start	Star...	Sail...	Itinera...	Comments	STARTING AT	Len	
TAHITI (10 records)								
Wind Spirit	06/14/2017	Wed	7	view	Dreams of Tahiti Package with Air 7D+Air/Hotel PP...	\$4,966.00	1	Select
Wind Spirit	06/15/2017	Thu	7	view	Dreams of Tahiti 7D PPT-PP	\$3,099.00	N/A	Select
Wind Spirit	06/21/2017	Wed	7	view	Dreams of Tahiti Package with Air 7D+Air/Hotel PP...	\$4,966.00	1	Select
Wind Spirit	06/22/2017	Thu	7	view	Dreams of Tahiti 7D PPT-PP	\$3,099.00	N/A	Select
Wind Spirit	06/28/2017	Wed	7	view	Dreams of Tahiti Package with Air 7D+Air/Hotel PP...	\$4,966.00	1	Select
Wind Spirit	06/29/2017	Thu	7	view	Dreams of Tahiti 7D PPT-PP	\$3,099.00	N/A	Select
Wind Spirit	07/05/2017	Wed	7	view	Dreams of Tahiti Package with Air 7D+Air/Hotel PP...	\$4,681.00	1	Select
Wind Spirit	07/06/2017	Thu	7	view	Dreams of Tahiti 7D PPT-PP	\$2,761.00	N/A	Select
Wind Spirit	07/12/2017	Wed	7	view	Dreams of Tahiti Package with Air 7D+Air/Hotel PP...	\$4,681.00	1	Select
Wind Spirit	07/13/2017	Thu	7	view	Dreams of Tahiti 7D PPT-PP	\$2,761.00	N/A	Select
N. EUROPE (11 records)								



On the **Voyage** tab, the voyages closest to your search criteria will be listed. Here you will see options for destinations, yachts, sailing dates, day of the week for embarkation, # of sailing days, itinerary, name of the sailing and base pricing. You can learn more about a specific voyage or choose a voyage by clicking “Select” on the right side of the page. You may need to adjust the column width to see full information.

If the voyage you are looking for does not populate, go back to the **Vacation** tab above and narrow your search parameters.

Report a Problem

- > Itinerary Info > Alt Res ID / Gro...
- > Agency Profile

Opened Reservations

-56285242 SHOPPING
Vacation starts in 200 days

Agency **TEST**
Agency Phone **+1 (333) 333-4555**
Country of Origin **US**
Agent **TEST AGENT**
Sec. Agency **WINDSTAR CRUISES**
Sec. Agency Phone **+1 (206) 292-9606**

Vacation Start **06/24/2017**
Vacation End **07/02/2017**
Sail Start **06/24/2017**
Sail End **07/02/2017**

Destination **N. EUROPE**
Ship **Wind Surf**

Pricing Category **B**
Assigned Category **B**
Stateroom **106**
Deck **Deck One**

Guests **2**
Dining **AMPHORA**
Language **N/A**
INVOICE **\$7,380.00**
Expires In **30 min**



NEW RESERVATION

[Agency](#) | [Guest Info](#) | [Vacation](#) | [Voyage](#) | **Category** | [Stateroom](#) | [Land Packages](#) | [Transfers](#) | [Special Requests](#) | [Optional Shore Excursions](#) | [Pricing](#) | [Payment Schedule](#)

CATEGORY

Please select a stateroom category to continue. Price reflects initial price quote per person based on selected occupancy. This quote is preliminary and only includes applicable cruise fares. Additional guest fares, charges for features and taxes will be added to your final price based upon your selections in the shopping process.

SELECT CABIN CATEGORY

Destination Vacation Start Ship Vacation End

Grouping: Quick Search

Cat..	Upg..	Upg..	Description	M...	St..	C..	Current Promo	Res. Total	Guest #1	Guest #2	
BRS			Bridge Suite	3	OK	2	N/A	\$15,716.00	\$7,858.00	\$7,858.00	Select
STE			Suite (Surf)	3	OK	7+	N/A	\$12,200.00	\$6,100.00	\$6,100.00	Select
TX			Category TX Deluxe	2	OK	7	N/A	\$9,390.00	\$4,695.00	\$4,695.00	Select
AX			Category AX Deluxe	2	OK	7+	N/A	\$8,686.00	\$4,343.00	\$4,343.00	Select
A			Category A	2	OK	7+	N/A	\$8,286.00	\$4,143.00	\$4,143.00	Select
BX			Category BX Deluxe	3	OK	7+	N/A	\$7,980.00	\$3,990.00	\$3,990.00	Select
B			Category B	2	OK	6	N/A	\$7,380.00	\$3,690.00	\$3,690.00	Select

Once you have decided on the sailing and clicked “Select” you will come to the **Category** tab where you can choose the category of stateroom or suite and search for any applicable promotions by clicking “N/A” under “Current Promotion.” This will show any promotions available on the sailing, you can then select from the list shown. This is also where you can add the wi-fi, laundry, or the beverage package. If you have found the desired sailing with all promotions applied, click “Select” on the right side of the screen to continue building your client’s vacation!



WINDSTAR CRUISES | New Reservation | My Reservations | Clients | Pay Reservation | Payment History | My Agency | Groups | AGENTWEBVX/MAIN

Report a Problem
 > Itinerary Info > Alt Res ID / Gro...
 > Agency Profile

Opened Reservations

-56285242 SHOPPING
 Vacation starts in 200 days
 Agency **TEST**
 Agency Phone **+1 (333) 333-4555**
 Country of Origin **US**
 Agent **TEST AGENT**
 Sec. Agency **WINDSTAR CRUISES**
 Sec. Agency Phone **+1 (206) 292-9606**
 Vacation Start **06/24/2017**
 Vacation End **07/02/2017**
 Sail Start **06/24/2017**
 Sail End **07/02/2017**
 Destination **N. EUROPE**
 Ship **Wind Surf** ⓘ
 Pricing Category **A** ⓘ
 Assigned Category **A** ⓘ
 Stateroom **258** ⓘ
 Deck **Deck Two** ⓘ
 Guests **2**
 Dining **AMPHORA**
 Language **N/A**
 INVOICE **\$8,286.00**
 Expires In **30 min**

Close all opened
 Session expires in: 29:57 min.

Agency | Guest Info | Vacation | Voyage | Category | Stateroom | Land Packages | Transfers | Special Requests | Optional Shore Excursions | Pricing | Payment Schedule

NEW RESERVATION

PRICE PROGRAMS

CURRENT INVOICE & PROMOS

Code	Price
INSURANCE	\$788.00
CRUISE FARE	\$6,518.00
NDA	\$680.00
TAXES	\$300.00
Total	\$8,286.00

FARE CALCULATOR

Code	Price
INSURANCE	\$788.00
CRUISE FARE	\$6,518.00
NDA	\$680.00
TAXES	\$300.00
Total	\$8,286.00

PRICE PROGRAMS

Code	Name	Guest
SALE TIER2	ONE WEEK SALE Tier 2	
BEV PACKAGE	Beverage Package (com... \$108pp per day + 15% ...	
LAUNDRY	Unlimited laundry service \$8pp per day - pressing ...	
WIFI	Unlimited wi-fi (commis... \$35 per cabin per day - ...	
PERKS-BEV PKG	Beverage Package Free	
PERKS-FREE HTL	Hotel Free	
PERKS-INTERNET	Internet Free	
PERKS-OBC	OBC Free	

PRICE PROGRAMS

Promo Code	Name	Description	Guest #1	Guest #2
SALE TIER2	ONE WEEK SALE Tier 2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BEV PACKAGE	Beverage Package (com... \$108pp per day + 15% ...		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LAUNDRY	Unlimited laundry service \$8pp per day - pressing ...		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WIFI	Unlimited wi-fi (commis... \$35 per cabin per day - ...		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PERKS-BEV PKG	Beverage Package Free		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PERKS-FREE HTL	Hotel Free		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PERKS-INTERNET	Internet Free		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PERKS-OBC	OBC Free		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Back Refresh prices Apply Promotions

When you are viewing the potentially applicable promotions, you may also add any Windstar package options in addition to any sales promotions. These options and cruise add ons can be found in the lower half of the page, please note that all promotions may not be combinable. Click on the box under each guest for the specific promotion you are looking to add. After you are done, click “Apply Promotions” to save and move to the next screen.

Report a Problem

- > Itinerary Info > Alt Res ID / Gro...
- > Agency Profile

Opened Reservations

-56285242 SHOPPING
Vacation starts in 200 days

Agency **TEST**
Agency Phone **+1 (333) 333-4555**
Country of Origin **US**
Agent **TEST AGENT**
Sec. Agency **WINDSTAR CRUISES**
Sec. Agency Phone **+1 (206) 292-9606**

Vacation Start **06/24/2017**
Vacation End **07/02/2017**
Sail Start **06/24/2017**
Sail End **07/02/2017**
Destination **N. EUROPE**

Ship **Wind Surf**
Pricing Category **A**
Assigned Category **A**
Stateroom **258**
Deck **Deck Two**
Guests **2**
Dining **AMPHORA**
Language **N/A**
INVOICE **\$8,286.00**
Expires In **30 min**



NEW RESERVATION

Agency Guest Info Vacation Voyage Category **Stateroom** Land Packages Transfers Special Requests Optional Shore Excursions Pricing Payment Schedule

STATEROOM

- Please note: A cabin has been pre-selected based on rank order.
- To select a different cabin please choose from the deck plan or list.
- NOTE:** To book multiple Reservations, select the staterooms you wish to hold. The Dashboard will display a negative ID number for each stateroom selected. For multiple staterooms in different categories, click on "Filter", the current category will be highlighted - hold the CTRL key and click on the additional categories and select the desired staterooms.

Back

Select GTY

Select

FILTER

SELECT STATEROOM

Grouping: No grouping Quick Search Clear

<input type="checkbox"/>	Category	Stateroom #	Deck #	Deck Name	Crib	Capacity
<input checked="" type="checkbox"/>	A	258	2	Deck Two	0	2
<input type="checkbox"/>	A	260	2	Deck Two	0	2
<input type="checkbox"/>	A	261	2	Deck Two	0	2
<input type="checkbox"/>	A	223	2	Deck Two	0	2
<input type="checkbox"/>	A	221	2	Deck Two	0	2
<input type="checkbox"/>	A	262	2	Deck Two	0	2
<input type="checkbox"/>	A	263	2	Deck Two	0	2

On the **Stateroom** page, a stateroom or suite will be preselected based on rank order, however, you may select a different cabin for your client. You may click on the deck # to see the deck plan and available stateroom and suites. Once you have chosen your desired cabin, click the box associated with that cabin, then click "Select" on the top or at the lower right corner. Please note, if you are making multiple reservations at once, you can select the boxes next to the cabin numbers that you wish to be in your group. Automatically a temporary booking will generate, duplicating the voyage and pricing. The reservations will appear on the left side of the screen.



WINDSTAR CRUISES New Reservation My Reservations Clients Pay Reservation Payment History My Agency Groups AGENTWEBVX/MAIN

NEW RESERVATION

Agency | Guest Info | Vacation | Voyage | Category | Stateroom | **Land Packages** | Transfers | Travel Protection | Special Requests | Optional Shore Excursions | Pricing | Payment Schedule

LAND PACKAGES

Report a Problem

> Itinerary Info > Alt Res ID / Gro...
> Agency Profile

Opened Reservations

-56285242 SHOPPING
Vacation starts in 200 days
Agency **TEST**
Agency Phone **+1 (333) 333-4555**
Country of Origin **US**
Agent **TEST AGENT**
Sec. Agency **WINDSTAR CRUISES**
Sec. Agency Phone **+1 (206) 292-9606**
Vacation Start **06/24/2017**
Vacation End **07/02/2017**
Sail Start **06/24/2017**
Sail End **07/02/2017**
Destination **N. EUROPE**
Ship **Wind Surf** ⓘ
Pricing Category **A** ⓘ
Assigned Category **A** ⓘ
Stateroom **258** ⓘ
Deck **Deck Two** ⓘ
Guests **2**
Dining **AMPHORA**
Language **N/A**
INVOICE **\$8,286.00**
Expires In **29 min**

[Close all opened](#)
Session expires in: 29:15 min.

Please select "Add Land Packages" to view all available options.
Note: All hotels are sold on double occupancy, all guests must purchase the same amount of nights.

[Back](#) [Continue](#)

SELECTED LAND PACKAGES

Grouping: No grouping ▾

<input checked="" type="checkbox"/>	Guest	Description	Hotel	Start	Location
-------------------------------------	-------	-------------	-------	-------	----------

[Back](#) [Add Land Packages](#) [Continue](#)

On the **Land Packages** tab, select “Add Land Packages” to view all available options for pre- and post-cruise. Click “Continue” to move to the next screen.

WINDSTAR CRUISES | New Reservation | My Reservations | Clients | Pay Reservation | Payment History | My Agency | Groups | AGENTWEBVX/MAIN

NEW RESERVATION

Agency | Guest Info | Vacation | Voyage | Category | Stateroom | **Land Packages** | Transfers | Travel Protection | Special Requests | Optional Shore Excursions | Pricing | Payment Schedule

LAND PACKAGES

Please select "Add Land Packages" to view all available options.
Note: All hotels are sold on double occupancy, all guests must purchase the same amount of nights.

Back Apply

SELECTED LAND PACKAGES

Grouping: No grouping

Guest	Description	Hotel	Start	Location	Select All	Guest #1	Guest #2
<input checked="" type="checkbox"/>							

SEARCH LAND PACKAGES

Grouping: No grouping | Quick Search | Clear | Duration: Any Duration | Type: ALL Land Packages

Description	Hotel	Start	Location	Select All	Guest #1	Guest #2
4 Night Dublin Pre Package Stephens Green Hotel	STEPHENS GREEN	06/20/2017	DUBLIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$875.00	<input checked="" type="checkbox"/> \$875.00
3 Night Dublin Pre Package Stephens Green Hotel	STEPHENS GREEN	06/21/2017	DUBLIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$670.00	<input checked="" type="checkbox"/> \$670.00
2 Night Dublin Pre Package Stephens Green Hote	STEPHENS GREEN	06/22/2017	DUBLIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$465.00	<input checked="" type="checkbox"/> \$465.00
1 Night Dublin Pre Package Stephens Green Hotel	STEPHENS GREEN	06/23/2017	DUBLIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$260.00	<input checked="" type="checkbox"/> \$260.00
4 Night Edinburgh Post Package Principal Edinburgh Classic Room	GEORGE HOTEL	07/02/2017	EDINBURGH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$1,030.00	<input checked="" type="checkbox"/> \$1,030.00
3 Night Edinburgh Post Package Principal Edinburgh Classic Room	GEORGE HOTEL	07/02/2017	EDINBURGH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$785.00	<input checked="" type="checkbox"/> \$785.00



After you click “Add Land Packages” you will see pre- and post-hotel options for the cruise, as well as any tours that may be available for the chosen voyage. Click “Select All” next to the requested hotel package to include all guests. You can also choose individual packages by clicking the check box by each guest. Click “Apply” at the bottom, or top, right hand corner of the screen to apply the hotel package that you just added to your client’s booking. Then click “Continue.” If you do not wish to add any, simply click “Continue.”



WINDSTAR CRUISES New Reservation My Reservations Clients Pay Reservation Payment History My Agency Groups AGENTWEBVX/MAIN

NEW RESERVATION

Agency | Guest Info | Vacation | Voyage | Category | Stateroom | Land Packages | **Transfers** | Travel Protection | Special Requests | Optional Shore Excursions | Pricing | Payment Schedule

TRANSFERS

Report a Problem
Itinerary Info > Alt Res ID / Gro...
Agency Profile

Opened Reservations

-56285242 SHOPPING
Vacation starts in 200 days
Agency: TEST
Agency Phone: +1 (333) 333-4555
Country of Origin: US
Agent: TEST AGENT
Sec. Agency: WINDSTAR CRUISES
Sec. Agency Phone: +1 (206) 292-9606
Vacation Start: 06/24/2017
Vacation End: 07/02/2017
Sail Start: 06/24/2017
Sail End: 07/02/2017
Destination: N. EUROPE
Ship: Wind Surf [i]
Pricing Category: A [i]
Assigned Category: A [i]
Stateroom: 258 [i]
Deck: Deck Two [i]
Guests: 2
Dining: AMPHORA
Language: N/A
INVOICE: \$8,286.00
Expires In: 27 min

[Close all opened](#)
Session expires in: 28:38 min.

Please select "Add Transfer" to see available transfer options.
Please note: all airport transfers require a valid flight schedule.

SELECTED TRANSFER

Grouping: No grouping ▾

<input checked="" type="checkbox"/>	Guest	Description	Start	Location
-------------------------------------	-------	-------------	-------	----------

[Add Transfer](#) [Continue](#) [Back](#)

On the **Transfer** tab, you will be able to add transfers to the and from the yacht to your client’s reservations. Click “Add Transfer” to see available transfer options, then select “Sailing,” then select “Continue”.



WINDSTAR CRUISES | New Reservation | My Reservations | Clients | Pay Reservation | Payment History | My Agency | Groups | AGENTWEBVX/MAIN

Report a Problem

> Itinerary Info > Alt Res ID / Gro...
> Agency Profile

▼ **Opened Reservations**

-56285504 SHOPPING
Vacation starts in 200 days

Agency: TEST
Agency Phone: +1 (333) 333-4555
Country of Origin: US
Agent: TEST AGENT
Sec. Agency: WINDSTAR CRUISES
Sec. Agency Phone: +1 (206) 292-9606

Vacation Start: 06/24/2017
Vacation End: 07/02/2017
Sail Start: 06/24/2017
Sail End: 07/02/2017
Destination: N. EUROPE
Ship: Wind Surf [i]
Pricing Category: A [i]
Assigned Category: A [i]
Stateroom: 260 [i]
Deck: Deck Two [i]
Guests: 2
Dining: AMPHORA
Language: N/A
INVOICE: \$8,286.00
Expires In: 19 min

NEW RESERVATION

Agency | Guest Info | Vacation | Voyage | Category | Stateroom | Land Packages | **Transfers** | Travel Protection | Special Requests | Optional Shore Excursions | Pricing | Payment Schedule

TRANSFERS

1 Please select "Add Transfer" to see available transfer options.
2 Please note: all airport transfers require a valid flight schedule.

▼ **SELECTED TRANSFER**

Grouping: No grouping ▼

<input checked="" type="checkbox"/>	Guest	Description	Start	Location
-------------------------------------	-------	-------------	-------	----------

SEARCH TRANSFERS

Grouping: No grouping ▼ Quick Search Clear

Description	Start	Location	Select All	Guest #1	Guest #2
Private Transfer: Dublin Hotel to Pier	06/24/2017	DUBLIN / DUN ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$179.00	<input checked="" type="checkbox"/> \$179.00
Group Transfer: Dublin Hotel to Pier	06/24/2017	DUBLIN / DUN ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$65.00	<input checked="" type="checkbox"/> \$65.00
Group Transfer: Dublin Airport to Hotel	06/24/2017	DUBLIN INTERN...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$175.00	<input checked="" type="checkbox"/> \$175.00
Private Transfer: Dublin Airport to Hotel	06/24/2017	DUBLIN INTERN...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$179.00	<input checked="" type="checkbox"/> \$179.00
Group Transfer: Dublin Airport to Pier	06/24/2017	DUBLIN / DUN ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$129.00	<input checked="" type="checkbox"/> \$129.00
Private Transfer: Dublin Airport to Pier	06/24/2017	DUBLIN / DUN ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$179.00	<input checked="" type="checkbox"/> \$179.00

Select the desired transfer option either by clicking the box under “Select All” or by clicking the box under the individual guest (if guest is taking a different transfer type or traveling on a different date). Click “Apply” on the bottom right hand side of the screen.



WINDSTAR CRUISES | New Reservation | My Reservations | Clients | Pay Reservation | Payment History | My Agency | Groups | AGENTWEBVX/MAIN

NEW RESERVATION

Agency | Guest Info | Vacation | Voyage | Category | Stateroom | Land Packages | Transfers | **Travel Protection** | Special Requests | Optional Shore Excursions | Pricing | Payment Schedule

TRAVEL PROTECTION

ⓘ Review/modify level of Travel Protection (insurance)
ⓘ For more detailed information on coverage please contact www.tripmate.com

Insurance	Comments	Guest #1	Guest #2
NONE	All cancellations will follow standard penalty calendar	<input type="checkbox"/>	<input type="checkbox"/>
PREMIUM	Cancellation coverage for any reason (refund cash ...)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STANDARD	Cancellation coverage for medical reasons only	<input type="checkbox"/>	<input type="checkbox"/>

Report a Problem

[Itinerary Info](#) > [Alt Res ID / Gro...](#)
[Agency Profile](#)

Opened Reservations

-56285504 SHOPPING
 Vacation starts in 200 days

Agency: TEST
 Agency Phone: +1 (333) 333-4555
 Country of Origin: US
 Agent: TEST AGENT
 Sec. Agency: WINDSTAR CRUISES
 Sec. Agency Phone: +1 (206) 292-9606

Vacation Start: 06/24/2017
 Vacation End: 07/02/2017
 Sail Start: 06/24/2017
 Sail End: 07/02/2017
 Destination: N. EUROPE
 Ship: Wind Surf ⓘ
 Pricing Category: A ⓘ
 Assigned Category: A ⓘ
 Stateroom: 260 ⓘ
 Deck: Deck Two ⓘ
 Guests: 2
 Dining: AMPHORA
 Language: N/A
 INVOICE: \$8,286.00
 Expires In: 18 min

Travel Protection

ⓘ Review/modify level of Travel Protection (insurance)
ⓘ For more detailed information on coverage please contact www.tripmate.com

Insurance	Comments	Guest #1	Guest #2
NONE	All cancellations will follow standard penalty calendar	<input type="checkbox"/>	<input type="checkbox"/>
PREMIUM	Cancellation coverage for any reason (refund cash ...)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STANDARD	Cancellation coverage for medical reasons only	<input type="checkbox"/>	<input type="checkbox"/>

Next, you will be on the **Travel Protection** tab. You can add, modify and review insurance for your client's vacation. You have the options of none, standard, or premium insurance. By default, premium insurance will be selected, as this is Windstar Cruises' recommendation. You may click on the insurance choices per each guest. For detailed insurance information, please visit www.tripmate.com. After you have selected insurance options for guest, click "Continue" to move on.

Report a Problem

- > Itinerary Info > Alt Res ID / Gro...
- > Agency Profile

Opened Reservations

-56285504 SHOPPING
Vacation starts in 200 days

Agency TEST
Agency Phone +1 (333) 333-4555
Country of Origin US
Agent TEST AGENT
Sec. Agency WINDSTAR CRUISES
Sec. Agency Phone +1 (206) 292-9606
Vacation Start 06/24/2017
Vacation End 07/02/2017
Sail Start 06/24/2017
Sail End 07/02/2017
Destination N. EUROPE
Ship Wind Surf
Pricing Category A
Assigned Category A
Stateroom 260
Deck Deck Two
Guests 2
Dining AMPHORA
Language N/A
INVOICE \$8,286.00
Expires In 17 min



[Close all opened](#)
Session expires in: 29:58 min.

NEW RESERVATION

Agency | Guest Info | Vacation | Voyage | Category | Stateroom | Land Packages | Transfers | Travel Protection | **Special Requests** | Optional Shore Excursions | Pricing | Payment Schedule

SPECIAL REQUESTS

i Please specify special requests for each guest by clicking on request type name and click "continue". Specify delivery date if different from embarkation date

Reservation has no special requests added.

[Back](#) [Delete Selected](#) [Update](#) [Continue](#)

ADD SPECIAL REQUEST

Quick Search

Guest #1 Guest #2

Delivery Date: 06/24/2017 Delivery Time: 12:00 PM Delivery Place: (not set)

Comments

DIETARY

- [LOW PROTEIN] - Low Protein
- [VEGAN] - Vegan
- [ALCOHOL FREE] - Alcohol free
- [OTHER - DIETARY] - Other - Dietary
- [WHEAT FREE DIET] - Wheat Free Diet
- [LACOSE INTOL] - Lactose Intolerant
- [GLUTEN FREE] - Gluten Free
- [LOW CHOLESTEROL] - Low Cholesterol

Select multiple codes using Ctrl+Click

[Back](#) [Clear](#) [Add](#) [Continue](#)

At Windstar, we want to do everything possible to assist your clients with their special dining requests. You will be able to specify any special meal requirements on the **Special Requests** tab. Please click on the request type – whether it is low protein, gluten free, etc. – and whether it applies to Guest #1 or Guest #2. Click “Add” and then “Continue.”

Report a Problem

> Itinerary Info > Alt Res ID / Gro...
> Agency Profile

Opened Reservations

-56285504 SHOPPING
Vacation starts in 200 days

Agency **TEST**
Agency Phone **+1 (333) 333-4555**
Country of Origin **US**
Agent **TEST AGENT**
Sec. Agency **WINDSTAR CRUISES**
Sec. Agency Phone **+1 (206) 292-9606**
Vacation Start **06/24/2017**
Vacation End **07/02/2017**
Sail Start **06/24/2017**
Sail End **07/02/2017**
Destination **N. EUROPE**
Ship **Wind Surf**
Pricing Category **A**
Assigned Category **A**
Stateroom **260**
Deck **Deck Two**
Guests **2**
Dining **AMPHORA**
Language **N/A**
INVOICE **\$8,286.00**
Expires In **30 min**



NEW RESERVATION

Agency | Guest Info | Vacation | Voyage | Category | Stateroom | Land Packages | Transfers | Travel Protection | Special Requests | **Optional Shore Excursions** | Pricing | Payment Schedule

OPTIONAL SHORE EXCURSIONS

- Please select "Add Shore Excursions" to see available shore excursion options.
- Note: All excursions are due in full after final payment.
- Note: Shore excursions are closed to pre-sale 7 days prior to departure and are 100% refundable with 24 hour notice.

No shorex packages found

Add Shore Excursion

Back Continue

No cruise is complete without setting foot on land and learning about the destination and the area in the world you happen to be in! On the **Optional Shore Excursions** tab, you will select "Add Shore Excursions" to see all available shore excursion options on that particular sailing.



WINDSTAR CRUISES | New Reservation | My Reservations | Clients | Pay Reservation | Payment History | My Agency | Groups | AGENTWEBVX/MAIN

NEW RESERVATION

Agency | Guest Info | Vacation | Voyage | Category | Stateroom | Land Packages | Transfers | Travel Protection | Special Requests | **Optional Shore Excursions** | Pricing | Payment Schedule

OPTIONAL SHORE EXCURSIONS

Report a Problem

> Itinerary Info > Alt Res ID / Gro...
> Agency Profile

Opened Reservations

-56285504 SHOPPING
Vacation starts in 200 days

Agency: TEST
Agency Phone: +1 (333) 333-4555
Country of Origin: US
Agent: TEST AGENT
Sec. Agency: WINDSTAR CRUISES
Sec. Agency Phone: +1 (206) 292-9606

Vacation Start: 06/24/2017
Vacation End: 07/02/2017
Sail Start: 06/24/2017
Sail End: 07/02/2017

Destination: **N. EUROPE**
Ship: **Wind Surf**
Pricing Category: **A**
Assigned Category: **A**
Stateroom: **260**
Deck: **Deck Two**
Guests: **2**
Dining: **AMPHORA**
Language: **N/A**
INVOICE: **\$8,286.00**
Expires In: **28 min**

[Close all opened](#)

Please select "Add Shore Excursions" to see available shore excursion options.
Note: All excursions are due in full after final payment.
Note: Shore excursions are closed to pre-sale 7 days prior to departure and are 100% refundable with 24 hour notice.

AVAILABLE SHORE EXCURSIONS

Grouping: No grouping | Quick Search | Clear | Destination: All

Destination	Date	Description	Time	Select All	Guest #1	Guest #2
DLG	06/24/2017	Dublin Hightlights with Transfer to Hotel (Moderate)	08:45 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$129.00	<input checked="" type="checkbox"/> \$129.00
DLG	06/24/2017	Dublin Hightlights with Transfer to Airport (Moderate)	08:45 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$129.00	<input checked="" type="checkbox"/> \$129.00
DLG	06/24/2017	Dublin A Taste of Dublin & Guinness with Hotel Transfer (Mod...	08:45 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$129.00	<input checked="" type="checkbox"/> \$129.00
DGS	06/25/2017	Isle of Man, Half Day Private CAR w/ Guide (Easy)	08:15 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$1,549.00	<input checked="" type="checkbox"/> \$1,549.00
DGS	06/25/2017	Isle of Man, Cregnaesh & Castle Rushen (Moderate)	09:01 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$145.00	<input checked="" type="checkbox"/> \$145.00
DGS	06/25/2017	Isle of Man, Southern Cliffs Walking Tour (Strenuous)	09:01 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$139.00	<input checked="" type="checkbox"/> \$139.00
DGS	06/25/2017	Isle of Man, Vintage Steam Train & Magnificent Castle Rushe...	09:30 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$139.00	<input checked="" type="checkbox"/> \$139.00
DGS	06/25/2017	Isle of Man, Off the Beaten Track - The IOM TT Course by Mo...	10:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$199.00	<input checked="" type="checkbox"/> \$199.00
PTR	06/26/2017	Portrush, Titanic Belfast & City (Moderate)	08:30 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$235.00	<input checked="" type="checkbox"/> \$235.00
PTR	06/26/2017	Portrush, Antrim Coast & Causeway (Moderate)	08:45 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> \$149.00	<input checked="" type="checkbox"/> \$149.00

All available shore excursions for the sailing will be displayed in chronological itinerary order for you to review. When you find the shore excursion that your client wishes to purchase, click the box under Guest #1 or Guest #2 to apply to a specific guest, or click "Select All" to apply excursion to all guests on the booking. Click "Apply" in the bottom right hand of the screen.



WINDSTAR 180° FROM ORDINARY

New Reservation | My Reservations | Clients | Pay Reservation | Payment History | My Agency | Groups

AGENTWEBVX/MAIN

NEW RESERVATION

Agency | Guest Info | Vacation | Voyage | Category | Stateroom | Land Packages | Transfers | Travel Protection | Special Requests | Optional Shore Excursions | **Pricing** | Payment Schedule

PRICING

Review reservation invoice. Detailed recap available on the summary tab

Destination	Ship	Pricing Category	Berth Category	Stateroom
N. EUROPE	Wind Surf	A		260

Promo Code	Guest Name	Promo Name
Nothing's selected		

INVOICE

Invoice Item	Guest #1	Guest #2	Total
INSURANCE	\$394.00	\$394.00	\$788.00
CRUISE FARE	\$3,259.00	\$3,259.00	\$6,518.00
NDA	\$346.00	\$346.00	\$680.00
TAXES	\$150.00	\$150.00	\$300.00
Reservation Total	\$4,143.00	\$4,143.00	\$8,286.00

Commissions

Code	Percent	Amount
10%	10%	\$730.60
Total		\$730.60

Base Invoice

Invoice Total	\$8,286.00
Funds Avail.	\$0.00
Gross Due	\$8,286.00
Commis. Earned	\$730.60
Net Due	\$7,555.40
Charge Total	\$0.00
VAT Total	\$0.00

Review Cruise Add-ons

Component Type	Guest Name	Code	Sub Code1	Sub Code2	Date
EXCURSION	Guest #1		PORT	IVG	06/30/2017 04:00 PM
EXCURSION	Guest #2		PORT	IVG	06/30/2017 04:00 PM
INSURANCE	Guest #1				06/24/2017 12:00 AM
INSURANCE	Guest #2				06/24/2017 12:00 AM

Back Continue

On the **Pricing** tab, you will review the reservation invoice – this includes the sailing, stateroom or suite, promotion, insurance, cruise fare, NDA’s, taxes, fees and ... your commission amount! You may see optional “Cruise Add-ons,” such as shore excursions; however, payment is due for these tours when final payment is due. Once reviewed this, click “Continue” to move to the Payment Schedule.

WINDSTAR CRUISES New Reservation My Reservations Clients Pay Reservation Payment History My Agency Groups AGENTWEBVX/MAIN

Report a Problem

> Itinerary Info > Alt Res ID / Gro... > Agency Profile

Opened Reservations

-56285504 SHOPPING
Vacation starts in 200 days

Agency TEST
Agency Phone +1 (333) 333-4555
Country of Origin US
Agent TEST AGENT
Sec. Agency WINDSTAR CRUISES
Sec. Agency Phone +1 (206) 292-9606
Vacation Start 06/24/2017
Vacation End 07/02/2017
Sail Start 06/24/2017
Sail End 07/02/2017
Destination N. EUROPE
Ship Wind Surf
Pricing Category A
Assigned Category A
Stateroom 260
Deck Deck Two
Guests 2
Dining AMPHORA
Curr. Promos ALUMNI RATES
INVOICE \$7,854.00
Expires In 30 min

Close all opened
Session expires in: 29:55 min.

Agency | Guest Info | Vacation | Voyage | Category | Stateroom | Land Packages | Transfers | Travel Protection | Special Requests | Optional Shore Excursions | Pricing | **Payment Schedule**

PAYMENT SCHEDULE

Note: once deposit has been made all bookings are subject to a \$50pp admin fee for reservations cancelled outside 121 days prior to departure. Standard cancellation penalties and schedule begin at 120 days prior to departure.
"Payment Source" should be the same as the name on the credit card.

Explanation	Payment Due Date	Amount
FIRST DEPOSIT	12/09/2016 11:59 PM	\$1,610.80
FINAL PAYMENT	03/26/2017 11:59 PM	\$6,243.20

Credit Card Coupons Extend Option Check/Wire Payment

PAYMENT INFO

When you click "Pay" you will be redirected to the payment system website and then brought back

Payment Amount Payment Source Secondary Agency Payer Name WINDSTAR CRUISES



On the **Payment Schedule** tab, you will see when the first deposit and final payment are due for the cruise. To confirm a booking and make an immediate payment (deposit or pay in full) click "Pay." Or you can hold the reservation "a an option" by clicking "Commit booking (no payment)." An additional **Summary** tab will appear after you pay or commit booking, you will need to click this tab to bring you to the Reservation Summary.

WINDSTAR CRUISES | New Reservation | My Reservations | Groups | Clients | Agencies | Pay Reservation | Seaware Content | Tour Credit | WSC_JKIEHLE/MAIN

47.13b.299b.237/200
SEAWARE@SWPROD

< BACK TO SEARCH | Switch to Edit Mode | VIEW MODE

Guests | Price Programs | Stateroom | Land Packages | Transfers | Travel Protection | Spec. Requests | Optional Shore Excursions | Pricing | Payment | **Summary**

RESERVATION SUMMARY

Review Reservation Summary. REQUIRED: Provide caller recap of reservation

Res ID: 20006205
Status: OFFER
Initial Date: 10/18/2016
Effective Date: 11/28/2016
Booking Source: IN HOUSE

Primary Agency
Name: WINDSTAR CRUISES
Phone: +1 (206) 292-9606
Address: 2101 4TH AVE #210Seattle WA 98121

Secondary Agency
Name: WINDSTAR CRUISES
Phone: +1 (206) 292-9606
Address: 2101 4TH AVE #210Seattle WA 98121
Agent: KIEHLE JAYMI

GUESTS

Guest	Citizenship	Age	Guest Type	Client Type	Online Check-in	Effective Sail Date
MS. JAYMI KIEHLE	US		REGULAR	NEW GUEST	N/A	11/28/2016



On the **Summary** tab, one of the options you have is to send a confirmation email. You can do this by clicking “Send Confirmation” in the top left corner of the screen. This will be an overview of inclusions and pricing for your client to review. Once clicked, you will see multiple options of items to send to your client.



SEND CONFIRMATION

Send Confirmation by E-Mail or Fax


AGENCY: WINDSTAR CRUISES	GUEST: MS. JAYMI KIEHLE	AGENT:
Language ENG	Language ENG	Language ENG
<input type="checkbox"/> Invoice Agent	<input checked="" type="checkbox"/> Invoice Guest	<input type="checkbox"/> Invoice Agent
<input type="checkbox"/> Invoice Guest	<input checked="" type="checkbox"/> Itinerary (non-financial)	<input type="checkbox"/> Invoice Guest
<input type="checkbox"/> Itinerary (non-financial)		<input type="checkbox"/> Itinerary (non-financial)
Send By: <input checked="" type="radio"/> E-Mail <input type="radio"/> Fax	Send By: <input checked="" type="radio"/> E-Mail <input type="radio"/> Fax	Send By: <input checked="" type="radio"/> E-Mail <input type="radio"/> Fax
E-Mail Address [X]	E-Mail Address jaymi.kiehle@windstarcruises.com [X]	E-Mail Address [X]
Subject Windstar Cruises Reservation - 20006205 - K...	Subject Windstar Cruises Reservation - 20006205 - K...	Subject Windstar Cruises Reservation - 20006205 - K...
Message	Message Jaymi, Thank you for choosing **** Agency. Attached is a copy of your Windstar Cruises invoice.	Message
<input type="button" value="Back"/>		<input type="button" value="Send Confirmation"/>

This is what the “Send Confirmation” screen looks like. You can choose to send the confirmation to your main agency, the guest, and yourself -- all at the same time! Click the boxes for the items that you would like to be included in the email. You may also personalize a message to each email address. If you are satisfied with what is being sent, click “Send Confirmation.”



This is an example of a Guest Copy of the invoice that can be emailed to you, your agency, and your guest. The email includes the passenger booking #, booking date, names on booking, sailing, cabin #, cabin category, applicable promotion, taxes, hotel and shore excursion fares, and transfers. It also includes the first deposit amount and when it was made/is due, when the final payment amount, is due.

Guest Invoice Copy		Status	
Booking #	20006205	Offer	
Booking Date	10/18/2016		
Invoice Date	12/13/2016		



180° FROM ORDINARY®
2101 4th Ave., Suite 210, Seattle WA 98121 (800)259-SAIL (7245)

Contact Information		Guest Information					
WINDSTAR CRUISES		Guest	Name	M/F	DOB	YCM #	Ready?
2101 4TH AVE #210 Seattle, WA 98121 Ph: (206) 292-9606		1	JAYME KIEHLE	F	<input type="text"/>	3000020	
		2	KYLE RAY FIVEASH		<input type="text"/>	1844141	

Note: If your Windstar yacht vacation was booked by a Travel Agent, please contact the agency for questions about your cruise fares, purchases or payments. Your reservation will be marked 'Ready to Travel' when final payment and all passenger information has been received.

Booking Summary			
Date	Description	Guest 1	Guest 2
	Insurance	\$260.00	\$260.00
10/18/17	Islands of the West Med 7D BCN-CW BARCELONA to ROME/CIVITAVECCHIA-Star Pride, Cat S3, Cabin 324	\$2,898.70 (includes NDA of \$305.00pp)	\$2,898.70 (includes NDA of \$305.00pp)
	Windstar Yacht Club - Alumni Discount	-\$129.70	-\$129.70
10/18/17	Taxes	\$160.00	\$160.00
10/14/17	Hotel Fare (Hotel Indigo-Plaza Catalunya Barcelona) (Items may be waitlisted)	\$565.00	\$565.00
10/19/17	Shorex	\$69.00	\$69.00
10/18/17	Transfer	\$65.00	\$65.00
Guest Totals:		\$3,888.00	\$3,888.00
Booking Total:			\$7,776.00

Payment Schedule		
First Deposit	10/21/2016	\$1,428.70
Final Payment	07/16/2017	\$6,347.30

Payment Summary			
Date	Payment Type	Trans Type	Cardholder Name
10/18/16	WEBCC	PAYMENT	
Total Payments:			\$1.00
Balance Due:			\$7,775.00



Detailed Itinerary Confirmation	Status
BOOKING# 20006205	Offer
BOOKING DATE: 10/18/2016	
CONFIRMATION DATE: 12/13/2016	

2101 4th Ave, Suite 210, Seattle WA 98121 (800)258-SAIL (7245)

Agency Information	Guest Information																		
WINDSTAR CRUISES 2101 4TH AVE #210 Seattle, WA 98121 Ph: (206) 292-9606	<table border="1"> <thead> <tr> <th>QUEST</th> <th>NAME</th> <th>M/F</th> <th>DOB</th> <th>YCM #</th> <th>READY</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>JAYMI KIEHLE</td> <td>F</td> <td><input type="text"/></td> <td>3000020</td> <td></td> </tr> <tr> <td>2</td> <td>KYLE RAY FIVEASH</td> <td></td> <td><input type="text"/></td> <td>1844141</td> <td></td> </tr> </tbody> </table>	QUEST	NAME	M/F	DOB	YCM #	READY	1	JAYMI KIEHLE	F	<input type="text"/>	3000020		2	KYLE RAY FIVEASH		<input type="text"/>	1844141	
QUEST	NAME	M/F	DOB	YCM #	READY														
1	JAYMI KIEHLE	F	<input type="text"/>	3000020															
2	KYLE RAY FIVEASH		<input type="text"/>	1844141															

Please carefully review all the details on this confirmation to ensure the reserved yacht vacation package meets with your expectations. If you have any questions or concerns about the detail below, please contact your travel agent or Windstar Cruises immediately so we may review and correct the plan as invoiced.

Note: If your Windstar yacht vacation was booked by a Travel Agent, please contact the agency for questions about your cruise fares, purchases or payments. Your reservation will be marked 'Ready to Travel' when final payment and all passenger information has been received.

Yacht Voyage Details	
YACHT: Star Pride CRUISE PROGRAM: Islands of the West Med 7D BCN-CVV VOYAGE ID: BCNCW7C VOYAGE BEGINS: October 18, 2017 VOYAGE ENDS: October 25, 2017 CRUISE DURATION: 7 nights CABIN CATEGORY: Category 53 CABIN ASSIGNMENT: 324	PORT OF EMBARKATION: BARCELONA, SPAIN VIA LAZETANA Nº 15 PRINCIPAL 1 BARCELONA 08003 ES All aboard at 1:00 pm PORT OF DISEMBARKATION: ROME/CIVITAVECCHIA, ITALY VIA PRATO DEL TURCO LOC. DARSENA ROMANA/UFF.N.4 CIVITAVECCHIA 00053 IT Ship's Arrival at 8:00 am

Voyage Plan					
DAY	DATE	PORT OF CALL	POSITION	ARRIVAL	DEPARTURE
1	10/18/2017	BARCELONA	Berth	1:00 pm	5:00 pm
2	10/19/2017	PALMA DE MALLORCA	Berth	8:00 am	6:00 pm

This is an example of the itinerary that you can choose to email to yourself, your agency, and your clients. This email shows items such as daily itinerary, arrival/departure times, embark/dise embark locations, etc.



All of us here at Windstar appreciate your business and look forward to welcoming your clients onboard our beautiful yachts! Should you have any questions or concerns, we invite you to contact us at windstar_sales@windstarcruises.com.

Thank you for your business!

