**Application for Amendment /更改申请表**

**更改旅游团信息(Information of Amendment Tours)**

|  |  |
| --- | --- |
| 订单号码Order Number |   |
|   | **原团信息(Original Information )** | **新团信息(New Information)** |
| 团名与团号Tour Name and Number |   |   |
| 出发日期Departure Date |   |   |
| 游客资料Tourist Name(s) |   |   |
| 已付款额 Original Transaction Amount |   |   |
| **付款信息 （**Payment Information**）** |
| 原付款人姓名Payer |   |   |
| 联系电话Contact Number |   |   |
| 邮件地址Email Address |   |   |
| 原付款方式 Original Payment Method |   |   |

我,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (原付款人姓名) 已经仔细阅读了<http://horizonglobaltravel.com/>上的变更、取消和退款条例，要求HorizonGlobalTravel变更以上已付款旅行团,并同意HorizonGlobalTravel按变更、取消和退款条例收费。

 I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of payer), have authorized HorizonGlobalTravel to amend my order. I certify that I have read Amendment Cancellation &Refund Regulations carefully at <http://horizonglobaltravel.com/> before submitting my amendment application. I agreed to all its content and approve HorizonGlobalTravel to charge amendment fees accordingly.

**原付款人签名**(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_列印签名(Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**申请日期**(Date of Cancellation Request)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**更改需知:**

1. 请填毕以上表格,签名后将表格填写扫描发邮件到horizonglobaltravel@gmail.com。
2. 在收到申请表格后,如有结余款项会通知退款人收悉,并在1个工作日内着手处理取消退款事宜；在七个工作日到十五个工作日之内, HorizonGlobalTravel会将退款退还给您
3. 如已收款项不足以支付新的行程，会通知申请人支付相应差额。

Notice:

1. Please fill and sign the form above, Scan the filled form and send it back to horizonglobaltravel@gmail.com as an attachment.
2. You will be notified if there is a refund to you, after the filled form has been received. We will deal with your refund in a working day and you may get your refund within seven to fifteen working days.
3. You may also be notified if you need pay more for your change, you are expected to make the payment promptly in order to keep a valid reservation for you.