

## Trip Booking Policy

### When booking a trip with us, we kindly request you to produce

- + a valid passport copy
- + a recent passport sized photo
- + a complete contact address
- + insurance policy documents

### Advance payment policy

An advance payment of 30% is requested to be deposited at the time of booking the trip to uphold the reservation and cover any initial expenses.

### How to make the advance payment

Have a deposit your advance payment through the following bank and Address:

**Name of Bank:** Himalayan Bank Ltd

Thamel Branch, Kathmandu, Nepal

**Swift Code:** HIMANPKA

**Post Box:** - 20590

**Tel:** - 977-1-4227749 / 4250201

**Fax:** - 977-1-4222800

**Website:** www.himalayanbank.com

### Beneficiary Account Name:

Incredible Himalayan Sherpa Adventure Pvt. Ltd

**Account Number of Beneficiary:** 019 05472040017

Currency Account USD

**Tel:** 977-1-44 11 641

**Mob:** 977-98 410 710 23

We are not discouraging payment by credit card but this incurs an extra 4.5% charge which is not included in the price. Please contact us for the relevant information.

### Full payment

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**We are specialized in**  
treks, tours & expeditions

**Destinations**  
Nepal, Bhutan & Tibet

**Experience**  
13 yrs. of excellent service

Full payment should be made in cash in Euro, US Dollar once you arrive in Kathmandu.

**Note:** Bank service charge is borne by the clients themselves at the time of deposit.

### **Cancellation policy**

If you are unable to start your trip due to some unavoidable problems and you want to cancel for any other reason, then the company will charge the following fees:

- If the cancellation is done within 30 days prior to commencement of the trip, the advance of 30% will be deducted.
- if the trip is cancelled within 15 days prior to commencement of the trip (but more than 10 days), 50% will be charged as a cancellation fee
- if the trip is cancelled within 10 days prior to commencement of the trip (but more than 7 days), 75% will be charged as a cancellation fee

### **Non-refundable policy**

Cancellations attempted within 7 days, absence, late arrival of the client or political agitation in the destination country, sudden strikes, changes of permit policy or tightening of restriction to foreign tourists all fall under the non-refundable policy and are therefore not valid causes for any refund.

The company will not issue any refund if clients leave a trip after commencement for any reason, either voluntarily or involuntarily. Meals, accommodation or services not used are not refunded.

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