



## **RESERVATION AND PAYMENT TERMS**

### **1. Availability and Prices**

The offer is based on availability and estimated prices at the time of preparation. Prices for flights, accommodation, car rental services, and other related travel costs are subject to change until the final booking is confirmed.

### **2. Offer Validity Period**

The offer remains valid for 48 hours from the date of issue, subject to availability and prices applicable at the time of final booking. After expiration of this period, Spiritus DMC reserves the right to prepare a new offer in accordance with current prices and service availability.

### **3. Offer Confirmation and Advance Payment**

Reservations are made upon written confirmation of the offer by the client (via e-mail) and upon receipt of payment amounting to 100% of the estimated travel costs. Payment represents confirmation of the assignment and initiation of the organization and coordination of reservations.

By accepting the offer and making the advance payment, the client confirms that they have read, understood, and fully accepted these Reservation and Payment Terms.

### **4. Final Price and Final Settlement**

Due to the nature of individual and business travel and the possibility of changes during travel execution, the final cost calculation is prepared after completion of the assignment and/or travel.

During travel execution, changes may occur, including but not limited to extension or reduction of stay, reservation changes, additional services, or other travel-related expenses. Any difference between the advance payment and actual costs will be settled through a final invoice issued upon completion of the assignment.

If the actual costs are lower than estimated, Spiritus DMC will issue an appropriate adjustment and refund the difference or reduce the amount of the final invoice accordingly.

### **5. Traveller Information**

All reservations are made based on traveller information provided in advance. First and last names must fully match the information stated in the travel document or identification document used for travel. Spiritus DMC shall not be liable for any costs resulting from incorrect or incomplete information provided by the traveller or client.

### **6. Deposits, Credit Cards and Additional Costs**

Spiritus DMC organizes and coordinates travel reservations but does not provide credit cards, deposits, or security authorizations for travellers.

Any security authorizations, deposits, or blocked amounts required by hotels, car rental companies, or other service providers shall be provided and borne exclusively by the traveller or client.



Car rental services are subject to the provider's conditions, including possible deposits, credit card guarantees, or other financial requirements according to the respective rental company's policies.

Hotels or other accommodation providers reserve the right to charge guests directly for personal expenses and additional services incurred during the stay (e.g., minibar, room service, parking, wellness services, damages, or other incidental expenses). Invoices for such services are issued directly to the person using the service. Spiritus DMC shall not be liable for such charges nor involved in their collection.

### **7. Travel Documentation**

Upon confirmation of the reservation and receipt of payment, the traveller will receive detailed travel documentation (itinerary), including information regarding flights, accommodation, car rental services, and other relevant travel-related information.

### **8. Urgent and Short-Notice Reservations**

For urgent or short-notice reservations, Spiritus DMC reserves the right to request immediate payment prior to booking or adjust confirmation deadlines depending on availability and the terms of the respective service providers.

### **Spiritus DMC**

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