

## villa vacation timeline: what to do and when to do it



### **3 days after you book: confirm your reservation**

- 50% non-refundable deposit is due by check, wire transfer, or credit card
- Signed credit card authorization form if paying by credit card
- Signed financial agreement

### **14 days after deposit: purchase trip cancellation insurance**

We *strongly* encourage you to purchase trip cancellation insurance. You can do this at any time but will get the best coverage if you purchase within 14 days of the date of your deposit. Please be sure to include birth dates for all travelers on the insurance application. If you do not wish to purchase the insurance, please return the form or send a quick email to decline coverage.



### **90 days before your trip (or before): order special services**

- Send us your flight itinerary. If you plan to arrive early and travel on your own, let us know how you plan to arrive, or get our help to figure out the best way.
- Arrangements for rental cars, trains, airport transfers, etc. should be finalized.
- Deadline for ordering chefs, cooking lessons, tours, etc.

### **60 days before your trip: send your final payment**

- Final payment is due by check made payable to Doorways, Ltd, along with any security deposit that is to be paid in the U.S.



### **30 days before your trip: you've got mail!**

Doorways will send you an email including:

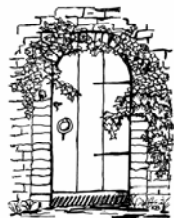
- your villa voucher
- map & directions for finding your villa or apartment
- contact information for the person who will meet you when you check in
- telephone number at the villa for your friends and family (if there is a phone, of course)

Please check your voucher thoroughly. It includes details of payments that may be expected on site as well as the time you are expected to arrive. Let us know immediately if you have any questions or if anything changes. Be sure to carry these documents with you when you travel.



### **ANY time: call us**

- If you have questions, ask. The only surprises we want you to have are pleasant ones.
- If any issues arise during your trip that can't be resolved on site, call us during business hours (don't forget the time change) and we will call you right back to see what we can do to help.
- We'd love to hear from you when you get home. Let us know what an amazing time you had, as well as any feedback about your villa or the area. Send photos!
- And, of course, we can't wait to hear from you when you're ready for your next villa vacation!



European Villa Vacations

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