

Trip Cancellation | Trip Reschedule Form

*Trip cancellations must be first called and than emailed or faxed at least 72 hours prior to the commencement of the trip
Trips not cancelled are considered No Shows - No Refunds.*

*Please check the box testifying that you have read and agree with [Agency Terms and Conditions](#)
Fill out the appropriated fields, and mail, fax or email to Green Light Tours*

Passenger Name(s):			

Date/Time Cancellation Called In:			
Dates of Trip:		Booking or Reservation number(s):	
Departure city:		Ticket #	
Destination:		Ticket #	
Tour name:			Tour ID:
Vacation booking #		Vacation provider:	
Cruise booking #		Cruise Line:	
Do passengers have any Travel Insurance, which cover Trip cancellation? Please specify: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Cancellation Submitted by (Name/Title):	
Address:	
Telephone Number:	
Fax Number:	
E-mail:	

RESCHEDULED TRIP INFORMATION

New Dates of Trip:		
<i>Complete if different than original Trip Order:</i>		
Departure city:		
Destination:		
Special Assistance:	Wheelchair	Other, please specify:
Special Meals:		
Other (please list):		
Comments:		

Enclosed is check or M/O for:	
* Price difference:	
* Processing fee:	\$
* Upfront penalty (if applicable)	\$
Total amount:	\$
Check or M/O number:	#