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## BOOKING PROCEDURE

### 1 – Request

After reading and understanding “General charter conditions, form E-003” which you can download from our web site, and which is short version of the “Agreement for charter of yacht, form E-004”, please fill up “Charter request form E-002” and send it attached to your e-mail.

### 2 – Our proposal

We will answer you as soon as possible, but not latest than 12 hours. Our answer will depend of how detailed your request is, so please provide us with all information that you consider important.

In our reply e-mail we will apart of answers on all your questions send our best offer, suggested itinerary, “Frequently asked Question form” and some photos of the yacht.

### 3 – Booking confirmation

If you find our offer acceptable and attractive, please confirm by e-mail booking for asked week, and we will send to you PDF copies of “Agreement for charter of yacht”, invoice and paying instructions.

### 4 – Payment

After receiving our 3 PDF files, you can proceed with reservation for particular week, by paying 50% of the charter fee soonest and 50% of the charter fee latest 30 days before commencement of the charter or in cash on boarding.

In order that the booking and reservation becomes final, the Charterer has to pay 50% on account of “Yacht – Montenegro Ltd” within the time period of 7 days since Charter agreement and invoice are sent to the Charterer.

We do not accept payments via credit card, Visa or MasterCard.

The bank commission expenses for the transfer are on the client. The exact amount mentioned in the “Agreement for charter of yacht” should be remitted to our bank account. Should the transfer fees have been put on us at the payment, they will be charged to the client on arrival (payable in cash only).

After receiving the reservation payment we will confirm the reservation immediately to you by e-mail, and that week is reserved only for you.

On beginning of charter Charterer will pay in cash security deposit and for all extra requested, transit log and final cleaning if any.

### 5 – Cancellation

In the event of yacht charter cancelation, the following cancelation policy applies:

1. If cancelation day is more than 75 days prior to embarkation, we will return 80% of the total money paid to us for reservation.
2. If cancelation day is in-between 75-30 days prior to embarkation, we will return 50% of the total money paid to us for reservation.
3. If cancelation day is less than 30 days prior to embarkation, we will keep all money paid to us for reservation.

If the yacht will be re-chartered, for the same period, we will return all money paid to us for reservation even less than 7 days prior to embarkation.

### 6 – Pre arrival notice

Please send e-mail at least 7 days before arrival to confirm booking and to inform us about flight details in order to arrange your transportation from airport and accommodation if requested.

Director  
“YACHT – MONTENEGRO d.o.o (LTD)”