



GIFT CERTIFICATE REDEMPTION PROCEDURE

- 1. CREATE A LEISURE PROFILE IN CBO FOR THE RECIPIENT OF THE GC.**
- 2. WHEN YOU ARE READY TO PAY THE TOUR OPERATOR FOR THE BOOKING, CONTACT TRACY TO CHARGE THE GC AMOUNT TO OUR COMPANY CREDIT CARD.**
- 3. ONCE YOU HAVE INPUTTED THE TOTAL PRICING OF THE TRIP IN CBO, YOU CAN INVOICE THE PORTION THAT THE CLIENT PAID APART FROM THE GC (IF ANY) LEAVING A BALANCE EQUAL TO THE GC AMOUNT.**
- 4. EMAIL KYLA@TRAVELBESTBETS.COM TO TRANSFER THE GC TO THE RECIPIENT PROFILE (PROVIDE THE GC VOUCHER #, AND RECIPIENT PROFILE NAME AND NUMBER) AND THAT IT IS READY FOR HER TO INVOICE.**