

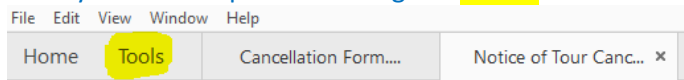
Now that you have opened this file you will need to save it on your computer.

Please right click on your mouse and “save as” (call it **YOUR NAME: CANCELLATION FORMS**) on your computer. Preferably on your desktop so you can easily find it.

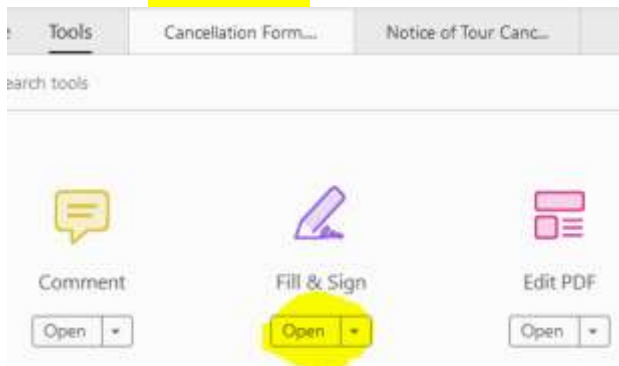
Now go to your desktop and find the file you just renamed (Cancellation forms) double click on the file and it should open up in your adobe reader app.

If you do not have adobe reader on your computer you can download this FREE app from <https://get.adobe.com/reader/>

Once you have it open in adobe go to **TOOLS**



Then OPEN **FILL and SIGN**



Then click on **FILL and SIGN** again under YOU.

This menu should be at the top now, make sure the **Tab is highlighted**



Put your cursor on the line you want to fill and start typing your information.



When you are done filling in the lines, go to file, save as and save it on your computer as your name cancellation form. Do this for each person. Then print the form, sign it, scan it, and send it back to us.

If you have a digital signature you can also use the “sign” feature and sign the document and save and send back.

THE ACTUAL FORMS FOLLOW THIS PAGE



Sun Ice Tours Inc. (1983) 111 Mayfield Crescent, Winnipeg, MB. R3R 3A9
204-896-3879 sunicetours@shaw.ca
www.sunicetours.ca

SUN ICE TOURS

Letter of Tour Cancellation:

Sun Ice Tours, please be advised that:

I, _____

Please Print:

wish to cancel my tour with Sun Ice Tours (1983) to:

Tour Name: _____ Departure Date: _____ 20__

I am cancelling due to: _____

I also wish to inform you:

____ **I purchased** Trip Cancellation/ Tour Package Insurance at time of booking and I am making a claim with my insurance provider

____ **I did not purchase** Trip Cancellation / Tour Package Insurance at time of booking to cover my tour cancellation and understand this tour is **NONREFUNDABLE**.

I also understand that I may gift or sell this tour to another person by finding a replacement passenger before an up until 48 hours prior to departure. (See replacement passenger form)

For our records and to formally cancel your reservation please send us

- This letter for each person cancelling
- Copy of your receipt of payment showing your payment.
- Your Confirmation of Tour Invoice #: *SIT* _____

Please submit this information to Sun Ice Tours as soon as possible to facilitate sending you travel documents confirming your cancellation of the tour. Tour cancellation documents can then be submitted to your insurance provider to make a claim in a timely manner. Deposit are just part of the total tour price you contracted at time of making a reservation. If you just pay a deposit and cancel your tour you are still obligated to the balance payment. Final payments are due 60 days prior to departure. If you have not paid the balance within the 60 days and Sun Ice Tours does not receive a formal cancelation within 45 days, Sun Ice Tours Inc. will assume you have not cancelled and will automatically charge your credit card the balance payment. Final payments are due in full 60 days prior to departure unless otherwise stated.

I understand that by submitting this form to Sun Ice Tours I relinquish my obligation to the tour I purchased and their obligation to provide services as set forth in the inclusions of the tour at time of making this reservation. I also acknowledge the terms and conditions posted on their website and sent to me that form part of the tour package I purchased.

Sign: _____
Passenger Cancelling

Sign: _____
For Sun Ice Tours Inc.

Dated: _____ 20__

Dated: _____ 20__

Please print, sign, scan and send this form back to us and we will process your cancellation.



If you did not take trip cancellation insurance and wish to transfer your reservation to another person, please fill in this form and submit it with your letter of cancellation.

Replacement Passenger for Tour Cancelled FORM:

This form can only be used up until 48 hours prior to departure.

Sun Ice Tours, be advised that I have canceled my tour as per my **Letter of Cancellation** and I have a replacement passenger to take over my reservation. All funds I submitted to Sun Ice Tours Inc. are to be applied to my replacement passenger. Replacement passenger will be responsible for any outstanding balance payments still owing on my reservation at time of or after transfer. Replacement Passenger will supply payment details for new file and be responsible for obtaining their own insurance on the tour. Insurance is not transferable from original passenger to replacement passenger. Once replacement passenger is confirmed by Sun Ice Tours the transfer will be considered complete and my obligation between myself and Sun Ice Tours will be terminated. Replacement passenger will be liable for all contractual obligations going forward with Sun Ice Tours Inc.

Name of Original Passenger cancelling: _____

Tour Name: _____

Original Tour Confirmation Invoice # SIT _____

As of this date: _____, 20__

The following person is taking over my original reservation:

Full Legal Name as it appears on passport: _____ Please type or print clearly

Address: _____

City/Prov: _____ Postal Code: _____

Cell Ph: _____ 2nd Ph #: _____

Birth Date: Month: _____ D: _____ Y: _____

e-mail: _____

Departure Pick Up Location on our itinerary: _____

Comments or important information we should know about this person:
ie: any allergies, preferences, special requests, emergency contacts, etc.

Today's Date: _____ 20__

Signature of Original Passenger: _____

Please print, sign, scan and send this form back to us and we will process your replacement passenger reservation

