

September 6th, 2019

Dear Pendleton Heights HS Theatre Trip Participant:

Music Travel Consultants is very excited to again be working with the Pendleton Heights HS Theatre Classes on your April 2020 trip to Orlando! The trip sign-ups will be done through Music Travel Consultants in preparation for future individual payments. Instructions are provided below for the trip sign-up and payment schedule forms. Make sure whoever will be the payer on the account uses an email they check to register their account on behalf of their student or themselves, as that's the method by which invoice reminders, etc. are delivered



Online Trip Sign-up

- Start by going to www.musictravel.com
- Click on **TRIP LOGIN in the UPPER RIGHT**
- Click on **Register as a New User** [or use existing account]
- Fill in all information and click **Create Account**
- Enter your email address and password
- Go to **Register A Traveler** and fill in the requested information
- Your trip numbers: **2004-3-15**
- Select "Make a Payment" to pay your deposit

5348 W. Vermont Street

Office Suite 200

Indianapolis, IN 46224

Phone: 317.637.0837

Fax: 317.692.0934

Online trip payment

- Log into your account as you did before
- Click on the "make a payment" icon just above the picture
- Follow the instructions

chris.forsythe@musictravel.com

www.musictravel.com

Trip Conditions and Payment Schedule

This form is provided to you with the following information; inclusions, payment information, cancellation and responsibility clauses. We ask that each person adhere to the payment schedule and be aware of the cancellation information. Any questions or deviations from the payment schedule should be communicated to MTC. You may also send checks directly to our office for payment. If doing so, please reference the above trip number and name of the group. The pricing matrix and proposal itinerary are viewable online once you're registered for the trip. Students will pay the quad rate so long as the rooms are maximized and are rooming with other students. Adults pay based on occupancy.

Periodically throughout the trip preparation process, MTC will provide your director with the trip sign-up and payment status of all trip participants. Delinquent trip accounts will be frozen...if this occurs, simply call in to our office to speak with one of our finance members about getting things back on track.

Once the rooming list has been provided to MTC, we will then determine your final payment and will provide it to you through email. In addition, it will be posted with your director.

The individual sign-up and pay is a system that MTC provides our clients to help take away the day to day stress from collecting monies and accounting for such. If you have any questions, please feel free to contact me at the office at your convenience. **Finance related questions can be directed to our finance team at accounting@musictravel.com.**

Sincerely,

Chris Forsythe
Senior Travel Designer

IMPORTANT DATES

February 23rd, 2020 – LAST DAY TO CANCEL FOR REFUND LESS THE NON-REFUNDABLE DEPOSITS

\$400 total non-refundable between 12/1 and 2/23

March 19th, 2020 – LAST DAY FOR SCHOOL/FUNDRAISER MONEY

IF YOU ARE EXPECTING FUNDRAISER MONIES FROM THE SCHOOL TOWARDS THE COST OF YOUR TRIP, PLEASE ADJUST YOUR PAYMENTS ACCORDINGLY!!! DO NOT PAY YOUR ACCOUNT IN FULL IF YOU EXPECT TO RECEIVE ANY FUNDRAISER MONEY!!!