

# Terms for Advance Payments

The Online Booking system gives you a secure facility to collect credit cards. The Online Booking system can process credit cards, but you must have purchased the POS Module in order to do so. Contact BookingCenter at +1-707-874-3922 ext. 201 for purchase help setting up automatic credit card collections. If you do not have the POS Module, processing Credit Cards is a manual step performed by the property. When a guest provides you with credit card details, you must process their cards like a 'phone order' based on your 'Deposit, Confirmation, and Cancellation Policy Message'.

## Marketing and Policies

Bookings at my property require... ☐ no deposit ☐ a ~~credit~~ card guarantee ☐ a 1-night deposit ☒ a percentage deposit of  %

Options - "No Deposit", "1-night deposit", or "a percentage deposit" (set the percentage). "A credit card guarantee" is not a legally binding commitment in most cases.