**Application for Cancellation /取消申请表**

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|  **取消旅游团信息(Information of Cancellation Tours)** |
| 订单号码Order Number |  |
| 团名&团号Tour Name and Number |   |
| 出发日期Departure Date |   |
| 已付款额Original Transaction Amount |   |
| 游客资料Tourist Name(s) |   |
| 取消原因Cancellation Reason |   |
| **原付款信息(Original Payment Information)** |
| 原付款人姓名Payer |   |
| 联系电话Contact Number |   |
| 邮件地址Email Address |   |
| 原付款方式Original Payment Method |   |
| 请提供退款账户Refund Account | 若您原支付方式采用的是银行汇款或者支票，请提供详细的账号信息（开户行、账号、开户名）或者支票抬头及邮寄地址等信息，其他付款方式无需1. Bank Remittance: Detail information of Opening Bank, Account Number, and Account Name.
2. Cheque: Title and detail Delivery Address.
3. Others: Do not need fill.
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 我,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (原付款人姓名) 已经仔细阅读了<http://horizonglobaltravel.com/>上的取消和退款条例，要求HorizonGlobalTravel取消以上已付款旅行团,并同意HorizonGlobalTravel按其取消及退款条例收费.
 I ,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of payer), have authorized HorizonGlobalTravel to cancel my order. I certify that I have read Cancellation & Refund Regulations carefully at <http://horizonglobaltravel.com/> before submitting my cancellation application. I agree to all its contents and approve HorizonGlobalTravel to charge fees accordingly.

原付款人签名(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 列印签名(Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

申请日期(Date of Application)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**退款需知:**

1. 请填毕以上表格,签名后将表格填写扫描发邮件到horizonglobaltravel@gmail.com。
2. 在您发送取消表格后,请及时通知我司客服，我司在收到您的取消表格后1个工作日内着手处理取消退款事宜；
3. 在七个工作日到十五个工作日之内, HorizonGlobalTravel会将退款退还给您。

**Notice:**

1. Please fill and sign the above form, Scan the filled form and send it back to horizonglobaltravel@gmail.com as an attachment; or send the filled form to HorizonGlobalTravel.
2. Please contact us after you sent the cancellation form .We will start dealing with your issue within 1 working day after we received your application;
3. In 7-15 working days, HorizonGlobalTravel will deal with the refinement.