





transfer, paid twice a month and only after the completion of the selected travel dates associated with these amounts. Bedsonline does not pay via cheque.

How will bedsonline pay your commission?

All commission and admin fee amounts are paid via ACH

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How can you change your financial contact or banking details? In order to add or update your banking details, please

prepayment.na@bedsonline.com

contact your account manager, or get in touch at

eligible bookings have passed. This is based on the check-out dates for each booking; any bookings made with check-out dates during the first half of the month will be paid at the end of that same month, and bookings with check-out dates in

When will your commission be paid?

Both your commission and admin fee payments will be made at the same time via ACH transfer. These payments will be

made twice a month, once the travel dates associated with

the second half of the month will be made by the middle of

the following month. How is commission payment

information communicated? Bedsonline will send out notices to you to keep you updated on what payments are due, and when. This is done with two emails: 1. A Commission Statement Prior To Payment – this will clearly display all future eligible bookings with payable amounts

existing financial contact email we have in your account. 2. A Notice At The Time Of Payment – this will only state the eligible bookings which have been paid, and will display

listed separately and identified as either commission or admin fee payments. Your Commission Statement

will be sent to you three days prior to payment to the

the associated commission and admin fee amounts as

- one figure, totaled per booking ID.
- Where can you see the different amounts paid for commission and admin fees? your Commission Statement, sent out

payments are made, you will be able to see your payable amounts for commission and admin fees as separate

figures. On your Commission Payment Notice, sent once

payments have been made, the commission and admin

fee amounts are combined into one figure per booking.

(See below an example Commission Statement with all

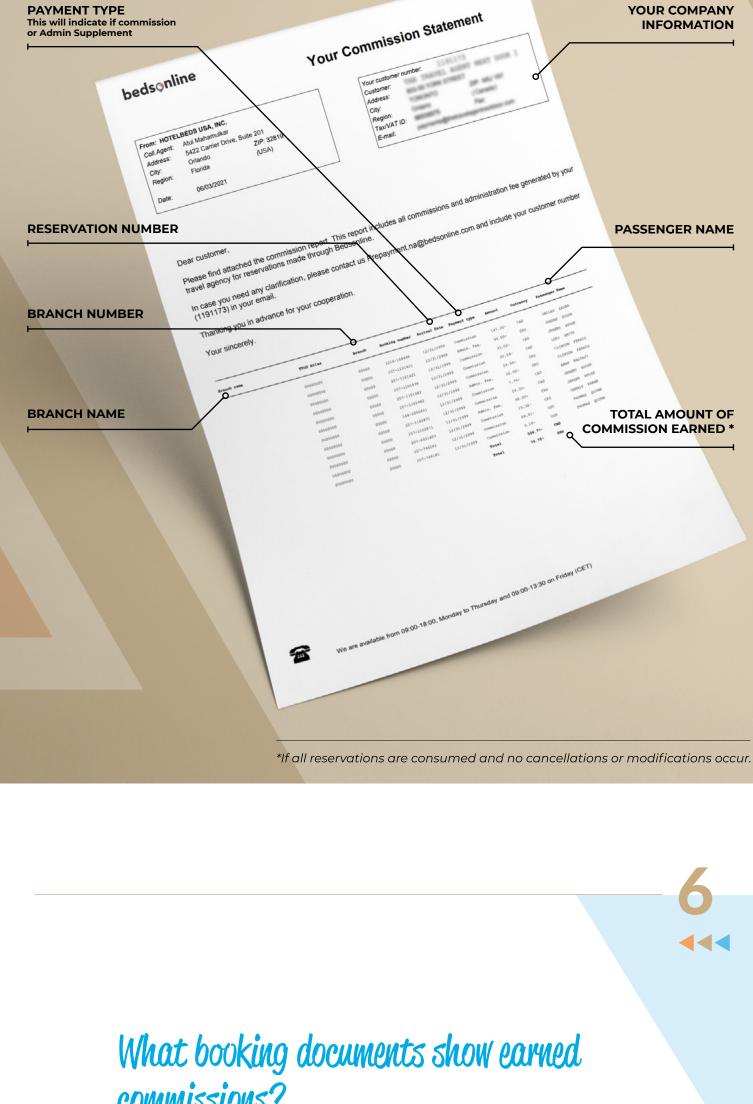
YOUR COMPANY

INFORMATION

relevant sections clearly identified!)

PAYMENT TYPE

This will indicate if commission or Admin Supplement



Proforma invoice – for travel advisor

the commission generated as a separate amount

Will show any special requests made to the property

pending or completed payment

Available to download at any time – will show either

Shows items booked and full price with a section showing

• Shows items booked and full price including commission

Will show any special requests made to the property

total price

- you have the option to show each item or just show the

Why are there negative amounts

During the booking process, there will be occasions when

cancellations or modifications take place. Should you

have negative amounts listed against some bookings, this

will relate to any cancellations or modifications for those particular bookings. Occasionally, these negative amounts

will be included on a payment from a previous payment run.

However, we will always pay you the full amount due for any

detailed on some bookings?

commission and admin fees.

Voucher – for final passenger to give

info etc.)

Only available to download once booking is fully paid

• Has all details of booking (date, time, inclusions/exclusions,

• For the final pax to give to supplier, this will not include any

meeting spots, supplier contact info, emergency contact

regarding payments? If you have any queries, concerns or need assistance with payments, commission or service fee amounts, then please contact prepayment.na@bedsonline.com with your booking number for reference.



Who can you contact with any queries

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account now to take your consultations to the next level!

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