

NON-U.S. RESIDENT RESERVATION FORM - PLEASE PRINT CLEARLY

PASSENGER INFO: Print your full name exactly as it appears on your passport. **NO NICKNAMES PLEASE!** Even the slightest discrepancy will pose a major problem when booking your international and domestic flights within China. If you have more than 3 people in your party, please fill out a separate form according to how you wish to room with one another.

1) Last _____, First _____ Middle _____
2) Last _____, First _____ Middle _____
3) Last _____, First _____ Middle _____

BILLING INFO: To be billed individually, please complete a separate form. When inputting phone numbers, please type exactly how we would dial to you including country code. For example, when we call Mexico, we dial: 011-55-123-456-7890.

Mailing Address: _____

City: _____ State: _____

Postal Code: _____ Country: _____

Home #: _____ Fax #: _____ Work #: _____

Cell/Alt #: _____ E-mail: _____

IMPORTANT NOTE: Since sending mail to a foreign address is not always reliable, all correspondences will be done through email. We will send invoices, flight schedules and anything important pertaining to your trip by email in forms of a PDF file. Final package information will also be sent by email, but the remainder of the package will be hand delivered to you either at the SFO airport or in China if you are flying directly to China on your own.

TOUR INFO: Input the tour code (located on upper right corner of each tour fare page) and departure date you wish to join.

TOUR CODE: _____ DEPARTURE DATE: Month _____ Day _____ Year _____

ROOM TYPE: Please check one. A non-smoking room will be requested unless otherwise specified by you under remarks.

Single Occupancy (**NO ROOMMATE DESIRED**-Subject to pay single supplement fee).

Single Traveler (**WILLING TO SHARE**-Subject to pay single supplement if no roommate is found). By selecting this option, you are giving China Focus permission to disclose your contact information to other single travelers willing to share because you will not be paired up automatically in case of compatibility issues.

Double Occupancy (Double room with two twin beds. Sorry, no options). If your roommate is filling out a separate form, please state his/her name here: _____.

Triple Occupancy (Double room with two twin beds plus a roll-away for the 3rd person).

DEPOSIT: To reserve a space, the required deposit is \$200/person. You may pay by personal check, money order or any major credit card (no extra fees). If you choose to pay by credit card, you must complete the attached authorization form. If you are joining a tour departing in less than 50 days, you must send the full payment to avoid any late fees. Keep in mind a \$100/person penalty will be applied if you transfer to a different departure date or tour after your deposit has been received and processed by our office. If the decision is made less than 50 days prior, penalties are 50% or greater. For more details, please refer to our cancellation policy outlined in the terms and conditions located on the back cover of the brochure.

Check this box if you plan to pay your balance in forms of a check to qualify for the cash discount rate.

PASSPORT: You must have a valid passport that does not expire for at least 6 months after your date of departure from the U.S. In order for us to obtain a visa to China for you, the Chinese Consulate requires your actual passport, one passport size photo plus a completed visa application form to be sent with your final payment, which is due 50 days prior to your departure date. If your tour does not depart within the next 50 days, we only require one clear copy of your passport (picture page) until the payment is due. The copy is necessary to book your international and domestic flights within China.

Check this box if you or someone in your party does not currently have a valid passport. Please apply for a renewal as soon as possible since the procedure can take up to 6-8 weeks. Don't forget to send a copy once the passport is received.

VISA TO CHINA: Once we receive your reservation form and deposit, further instructions on the visa application procedures will be sent with your confirmation. If you live nearby a Chinese Consulate and wish to obtain your own visa to China, please check this box and we will not bill you the visa processing fee. Be sure not to apply for the visa too early because it will expire if not used within 90 days. Once you have obtained the visa, please send a clear copy to our office.

PREFERENCES: Complete/check any applicable fields. Vegetarian meals apply to both the tour and international flights. If you have any food allergies we should be aware of, specify what you are allergic to below. Personal food preferences will not be granted (i.e. fat free meals, no spicy/fried foods, etc.). Lunches & dinners are served family-style with 8-10 different dishes per table, so avoid the dishes that include something you cannot or do not want to eat. Breakfasts are buffet-style.

Passenger 1) Nickname I would like to appear on my tour badge: _____

Yes, I would like veggie meals. I am allergic to: _____

Passenger 2) Nickname I would like to appear on my tour badge: _____

Yes, I would like veggie meals. I am allergic to: _____

Passenger 3) Nickname I would like to appear on my tour badge: _____

Yes, I would like veggie meals. I am allergic to: _____

REMARKS OR SPECIAL INSTRUCTIONS: Seat assignments are done upon check-in only (Air China's policy). If you have a medical condition, call Air China for assistance at 1.800.986.1985 or 1.800.882.8122, M-F, 9am-5pm PT. If you need us to book hotel accommodations in S.F., please specify which hotel and date(s) below. If you're joining land only, please indicate which airline, flight number, arrival date and time below so that we may arrange your free transfer.* See page 9 of brochure.

HOW DID YOU HEAR ABOUT US? Please check one:

- | | | |
|--|--|--|
| <input type="checkbox"/> Word of Mouth - Friend/Relative | <input type="checkbox"/> Online - Google Search Engine | <input type="checkbox"/> Radio - Which Station _____ |
| <input type="checkbox"/> Magazine - Name _____ | <input type="checkbox"/> Online - Yahoo Search Engine | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Newspaper - Name _____ | <input type="checkbox"/> TV - What Channel _____ | |

FINAL STEP TO RESERVE A SPACE: Once you have completed this form, please send the following 3 items to our office:

- 1) A completed reservation form.
- 2) A clear copy of each passenger's passport (Picture page only. If your passport has been amended, please send a copy)*.
- 3) A \$200 per person deposit. If you elect to pay by credit card, you must complete the attached authorization form. If you are paying by personal check or money order, you may make out one check for the total in your party.

IMPORTANT NOTE: Upon receipt of the above items in our office, please allow two weeks for a written confirmation to be mailed to you. *If item #2 is not currently available, you may send items #1 and #3 to reserve your space first. Then follow up with a copy of the passport once you receive it.

CHINA FOCUS' CONTACT INFORMATION: Please make all personal checks/money orders payable to China Focus, Inc.

Mailing Address: 870 Market Street, Suite 1215, San Francisco, CA 94102-2907

Phone Numbers: Toll Free: 1.800.868.7244 ♦ 1.888.688.1898 ♦ Local: 1.415.788.8660 ♦ Fax: 1.415.788.8665

E-mail Address: support@chinafocustravel.com

AGREEMENT: Please review our terms and conditions located on the back cover of the brochure before you sign below. Yes, I have read, understand, and agree to bound by the general conditions depicted in China Focus' terms and conditions.

Signature: _____ **Today's Date:** _____