## Locanda Tavernola offer through their browser web-site http://www.tavernola.it the possibility for Italian and International public to:

- 1. come and see (visit) the accommodation facilities.
- 2. To fulfil the need for information, thanks to large clear and detailed descriptive (sessions) of layout, the services offered and the territory.
- 3. Discover last minute holiday packets and commercial offers.
- 4. Enjoy a booking on-line system which is able to:
- \* asking for information and availability
- \* presenting and finalisingBookings.

On line Booking User's Handbook

## **REQUEST FOR AVAILABILITY:**

Once the form is sent it will produce 2 e-mails:

- 1. one to the user containing the details which have been inserted
- 2. one to the structure containing the booking details of the client

Locanda Tavernola will send an e-mail with details of availability.

- \* In case of availability the direction will send an e-mail making it possible to continue thanks to a link and automatic form compilation of the booking form.
- \* In case of non-availability the direction will send an e-mail giving the user details of other eventual dates.

## **BOOKING REQUESTS:**

Following confirmation of availability or confirmation of booking, the user can ask that the booking request represent the first step of drawing up a contract on-line.

## The user:

- \* complete the form (already completed) when availability has been confirmed
- \* the method of calculating cost of stay
- \* the method of calculating eventual confirmatory deposits and suggests means of payment (postal order, bank transfer)
- \* the method of automatic compilation for form necessary for confirmation
- \* to send the booking request the user must give his consent to the use of personal data according to the "Security & Privacy Conditions" regarding the privacy and accept the Booking Conditions and Terms".

Once the form has been sent two e-mails are produced:

- 1. one to the user containing the details which have been inserted.
- 2. one to the structure containing booking details inserted in the request form.

The user will receive an e-mail of confirmation/ refusal of booking from the direction with legal options linked to the final confirmation by the client having sent by fax the receipt of payment in case a deposit is requested or the form signed with the credit card as deposit.

At this point the user will receive a confirmatory e-mail from the direction containing the link to Voucher to print-out and show at the Check-in and detailed road directions.