



Dear Agent,

Kiss Flights is a young dynamic seat-only company flying direct to the hottest sun-kissed destinations in Egypt, Greece, Turkey, the Canary Islands, Bulgaria, Tunisia and Cyprus.

We deliver outstanding service to the independent Travel Agent. We've chosen the most popular holiday destinations specifically for the Independent Travel Trade and with Dynamic Packaging market firmly in mind.

Low deposits and a 'best price for early booking' policy will substantially increase the early booking opportunities for those of you who are active in the DP market.

At Kiss Flights we are totally dedicated to the independent travel trade and offer great prices, outstanding services and a comprehensive flights programme to meet the needs of your customers. Our commitment to agents means that we are always looking for ways to improve our product and service. Whether you are creating a dynamically packaged holiday for your clients or selling seat only, Kiss Flights are your No. 1 choice.

We will continue to listen to you and always welcome your comments to help us improve our offering, so please do email us on customerservices@kissflights.com – we'll also keep you up to date and ahead of the competition with regular special offers and agent updates.

The Kiss Flights Team

Signing up is an easy process. Please print off the Account Opening, Direct Debit, and Self Bill forms found on the following pages.

We operate a direct debiting system to collect payments and must receive the original copies of our forms by post. Once received and approved we will issue you with an account and provide passwords for both Viewdata and our Website.

Please post forms to:

Kiss Flights
2 Charlwood Court
County Oak Way
Crawley
West Sussex
RH11 7XA

For further information or to check on your application status, please call Customer Services on 0871 737 4155

Account Opening Form



Contact name:	
Job title:	
Company Name	
Address:	
	Postcode:
Tel:	Fax:
Email:	
VAT number: <i>(please state if not VAT registered)</i>	
VAT self billing: yes / no <i>(if yes, please complete 'self bill agreement' below)</i>	
ABTA number:	
ATOL number:	
Other number:	
<i>If you have both ABTA and ATOL then please indicate if you want to trade as retail or ATOL to ATOL.</i>	
Accounts contact name:	
Accounts Tel:	Accounts Email:
Would you like a Viewdata password? yes / no	Would you like a Website login? yes / no
<i>Kiss Flights will issue invoices and tickets to you by e-mail. Please provide details for where you would like these to be sent.</i>	
Email address for Invoices (maximum of 3):	
Email address for Tickets (maximum of 1):	
Would you like a Kiss Flights sales consultant to contact you to give you more information about how you could benefit from our service? yes / no	
If you do not wish to receive Kiss Flights updates, newsletters, special offers and information on incentives and promotions via e-mail please tick the following box. <input type="checkbox"/>	
<i>For internal use only</i>	
Account number issued:	
Website login Issued:	
Viewdata password issued:	





Direct Debit Mandate

Dear Agent,

Please find attached our Direct Debit mandate for completion, please complete the mandate with your nominated bank account details and return it to us at:

2 Charlwood Court
County Oak Way
Crawley
West Sussex
RH11 7XA

Once we receive back your completed mandate we will submit the instructions to the appropriate bank to activate the Direct Debit instruction, this process will take 10 working days from the date we receive back the mandate.

Once your Direct Debit has been activated we will continue to issue your weekly statement every Monday (with the exception of bank holidays) and it will clearly specify the statement is a Direct Debit statement, the funds will then be collected from your nominated bank account the following Friday (with the exception of bank holidays).

Please be aware that our collections will be done weekly and will include deposits (being £80 per person) for any new bookings made and also any balances due for payment 12 weeks prior to departure.

To ensure we have our records up to date please provide a valid e-mail address where your direct debit statement can be e-mailed to each week

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ABTA/ATOL NO:

As the activation process can take up to 10 working days there will be an interim period whereby your statement will still need to be paid to us by Bank Transfer or Cheque, Kiss Flights will notify you at the above e-mail address when your Direct Debit is active for collection.

If you have any questions please do not hesitate to contact us on 0871 737 4155 or you can e-mail us at accounts@kissflights.com

We look forward to receiving back your completed mandate and to continue working with you.

Yours Sincerely

Accounts
Kiss Flights



Self-Billing Agreement

This is an agreement to a self-billing procedure between

Customer Name

VAT No

AND

Supplier Name
ABTA/ATOL No

VAT No

This agreement runs until either party ceases to trade with the other

The self-biller (Kiss Flights) agrees:

- 1 - To issue self-billed invoices for all supplies made to them by the self-billee (agent)
- 2 - To complete self-billed invoices showing the suppliers name, address and VAT registration number, together with all the other details which constitute a full VAT invoice.
- 3 - To make a new self-billing agreement in the event that their VAT registration number changes.
- 4 - To inform the supplier (agent) if the issue of self-billed invoices will be outsourced to a third party.

The self-billee (Agent) agrees:

- 1 - To accept invoices raised by the self-biller on their behalf
- 2 - Not raise sales invoices for the transactions covered by this agreement
- 3 - To notify the customer (Kiss) immediately if they
 - Change their VAT registration number
 - Cease to be VAT registered or
 - Sell their business, or part of their business

Signed by:

Signed by:

On behalf of: KISS FLIGHTS

On Behalf of:

Date:

Date: