

**** Administration Fee ****

Re-issue Normal tickets	HK\$50 per pax per transaction or HK\$50 per VMCO / VMPD
Rebook / Re-issue special fares tickets	HK\$50 per pax per transaction or HK\$50 per VMCO / VMPD
Issue name amendment letter to airlines	HK\$50 per letter
Void Ticket – with replacement	HK\$20 per ticket
Void Ticket – no replacement	HK\$50 per ticket
Refund handling fee – Wholly unused	HK\$125 per ticket (unless specified refer carriers)
Refund handling fee – Partial used	HK\$125 per ticket
Find ticket copy	HK\$50 per ticket
E-ticket delivery to agent	HK\$50 per order
NON Office Hour – void tickets	HK\$100 per pax per ticket

Methods to download passenger electronic itinerary receipt for below GDS

Abacus – Abacus Whiz Menu Mask “ETKT Pax Itinerary Receipt” or visit www.virtuallythere.com

Amadeus – visit www.hk.itr.amadeus.com

Galileo – visit www.viewtrip.com

Worldspan – visit www.mytripandmore.com

 **Tel : 2524 4154**

 **Fax : 2868 4213**

香港代理商：AC, AY, BR, DL, EK, HU,
HX & UO, KA, KQ, LA, LJ, MH, NZ, QF,
RJ, SA, SV, TK, UA, VN, 3K, 5J
Pseudo: Abacus - D668 Galileo - VDV
World span - BR5 Amadeus - HKGH22550
Cheque Payable to: H.C.Patterson & Co., Ltd.

Ticketing Department : Anthony , Flora , Ida , Joyce , Jacqueline , Josephine , Mat
Address : Flat F, 8/F, No. 8 Hart Avenue, Tsim Sha Tsui, Kowloon *MTR Exit A2, D2 or N1*
地 址：九龍尖沙咀赫德道8號8樓F室 *百樂門酒樓樓上*
Patterson Holidays: ☎Tel: 3102 2371 / 📠Fax: 2868 4213
Sales & Marketing Department: ☎Tel: 2522 8177 Aries Cheng , Jason Tam, Ophelia Fong
Bank account: HSBC-808 283329 001 / Bank of China-019 595 000 27417 / Wing Hang Bank-148 669 001