

## PAYMENT

Upon your written confirmation of property or service booking sent to us via e-mail, we will send you Rental Agreement in which booking terms and conditions will be stated. Together with Rental Agreement you will receive proforma invoice for payment of 30% of the total booking amount, as non-refundable deposit which must be paid within 3 working days (72 hours). Once you send us signed copy of Rental Agreement and payment confirmation, booking of private property will be considered as confirmed. Our rates are expressed in € Euro.

Payments have to be done in € Euro, or the value equivalent in Croatian Kuna, \$ US dollars or £ Sterling by bank transfer.

For all reservations payment should be done by bank transfer on following bank account:

Company "Jadranske Usluge" d.o.o. (Adriatic Concierge)  
Address: Od Izvora 23, 20 236 Mokošica – Dubrovnik, Croatia

BANK: Privredna Banka Zagreb d.d.  
Račkog 6 , 10 000 Zagreb , Croatia  
Tel: +385 1 636 0000 / Fax: +385 1 636 0063

IBAN: HR14 2340 0091 1105 2038 5  
SWIFT CODE: PBZGHR2X

The remaining 70% of total booking amount, as second non-refundable deposit, is required to be paid 30 days prior to the guest's arrival in property. If you are booking within 40 days before your arrival, you are required to make a full payment of rental cost. If any payment is not done within the times set forth herein, we may treat the booking as cancelled and we reserve the right to cancel the reservation. In the event of a force majeure, death and disease, the evidence of which is supported by written documents from hospital or authorities (depending on the cause), the guest may change the time of arrival in the same amount. If you wish to tailor your holiday and book additional services during your stay in our Unique Private Villas we recommend you, to send us written request via e-mail with specification of needed services at least four weeks prior your arrival so we have time to arrange all services on time. In case you send us request less than four weeks prior your arrival in property, we reserve right not to provide you additional services due to short notice.

## CANCELLATION POLICY

In case you want to cancel reservation of private property, please send us in written form by e-mail. From the date, we receive written cancellation we will calculate all the cancellation charges.

Please be aware - Private villas in our collection have No Refund Policy.

- If reservation is cancelled up to 31 days prior to the guests' arrival, 30% of the non-refundable deposit shall be retained.

- If reservation is cancelled within 30 days prior guests' arrival, total amount of property booking will be retained to cover the cost of the late cancellation.

We strongly advice you that all guests take out appropriate trip cancellation travel insurance that is adequate for your needs.

## COMPANY INFORMATION

„Adriatic Concierge“ company is registered and authorized for its activity by the Court of Commerce in Croatia as "Jadranske Usluge" d.o.o.,

1. Post Address: "JADRANSKE USLUGE" d.o.o.  
Od izvora 23  
20 236 Nova Mokošica  
Dubrovnik
2. Office Address: "ADRIATIC CONCIERGE"  
Masarykov put 3c  
20 000 Dubrovnik  
CROATIA
3. Responsible person Iris Domazet Malobabić  
OIB: 54037890576
4. Telephone & fax: +385 20 313 435
5. OIB: 87024310828
6. MBS: 060280361
7. ID CODE: HR-AB-20-060280361
8. Bank Account: PRIVREDNA BANKA ZAGREB d.d.  
Račkog 6  
10 000 Zagreb  
Croatia  
Tel: +385 1 636 0000 / Fax: +385 1 636 0063  
IBAN: HR14 2340 0091 1105 2038 5  
SWIFT CODE: PBZGHR2X  
Account number: 2340009-111052038

Jadranske usluge d.o.o. | Adriatic Concierge | Od izvora 23, 20 236 Mokošica, Dubrovnik, Croatia |  
Tel/Fax: +385 20 313 435 | OIB/VAT: 87024310828 | ID CODE: HR-AB-20-060280361

*THE KEY TO YOUR ADRIATIC EXPERIENCE*