



## **Travel trade voucher scheme application form**

To apply to join the National Maritime Museum and Royal Observatory Greenwich travel trade voucher scheme please complete the following application. Preferential rates are available for travel trade companies who are accepted to the scheme. Admittance to this scheme allows the company to present a voucher on the date of visit instead of making payment by cash, cheque or credit card at the admissions desk for entry of their clients. Vouchers and visitor numbers are accrued and the scheme member will be invoiced on a monthly basis for visitors to our site. All invoices must be paid within 14 days.

All applications must be completed in full. Applications may take up to 28 days to process. Group rates are applicable to groups of over 10 only; visits with less than this number will be invoiced at the normal admission rate. Please accompany this application with your suggested voucher template – required information is listed below.

\*Denotes a required field

### **Company details**

\*Full trading name \_\_\_\_\_

\*Company website \_\_\_\_\_

\*Registered trading address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Contact name \_\_\_\_\_

\*Contact e-mail \_\_\_\_\_

\*Contact telephone \_\_\_\_\_

\*Finance contact \_\_\_\_\_

\*Finance e-mail \_\_\_\_\_

Finance telephone \_\_\_\_\_

**Trade references**

Details of two companies you currently trade with that we can contact for a reference:

\*Name \_\_\_\_\_

\*Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Contact e-mail \_\_\_\_\_

\*Contact telephone \_\_\_\_\_

\*Name \_\_\_\_\_

\*Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Contact e-mail \_\_\_\_\_

\*Contact telephone \_\_\_\_\_

**Sample voucher**

Your voucher sample must be included with your application and must include the following information.

- Site name - *the site which you intend to visit*
- Visit date
- Number of adults
- Number of children (children 15 and under are free)
- Name of group
- Name of group leader
- Name of company
- Invoice address
- Voucher issued by – *print name*
- Date of issue

**Additional information**

How many groups have you sent to the National Maritime Museum and / or Royal Observatory site in the last 12 months?

\_\_\_\_\_

Who are your clients?  
(Please circle)

Adults / schools / students / seniors / a mix

What is the average size of your group? \_\_\_\_\_

**Declaration**

- I understand that the submission of this form does not constitute acceptance onto the group voucher scheme
- I accept that the National Maritime Museum may perform a credit check
- I agree to pay invoices within 14 days
- I attach a sample of my company voucher

\*Authorised signature \_\_\_\_\_

\*Print name \_\_\_\_\_

\*Date \_\_\_\_\_

I would like to be kept up to date with information on offers, events, special exhibitions and other news via the travel trade quarterly e-newsletter:

\*E-mail address \_\_\_\_\_

**Completed applications must be returned to:**

Bookings Unit  
National Maritime Museum  
Romney Road  
London  
SE10 9NF

**Please note**

Our preferred method of payment is by electronic fund transfer our bank details and address details are available on application. If you prefer to pay by cheque they should be made payable to 'National Maritime Museum'.