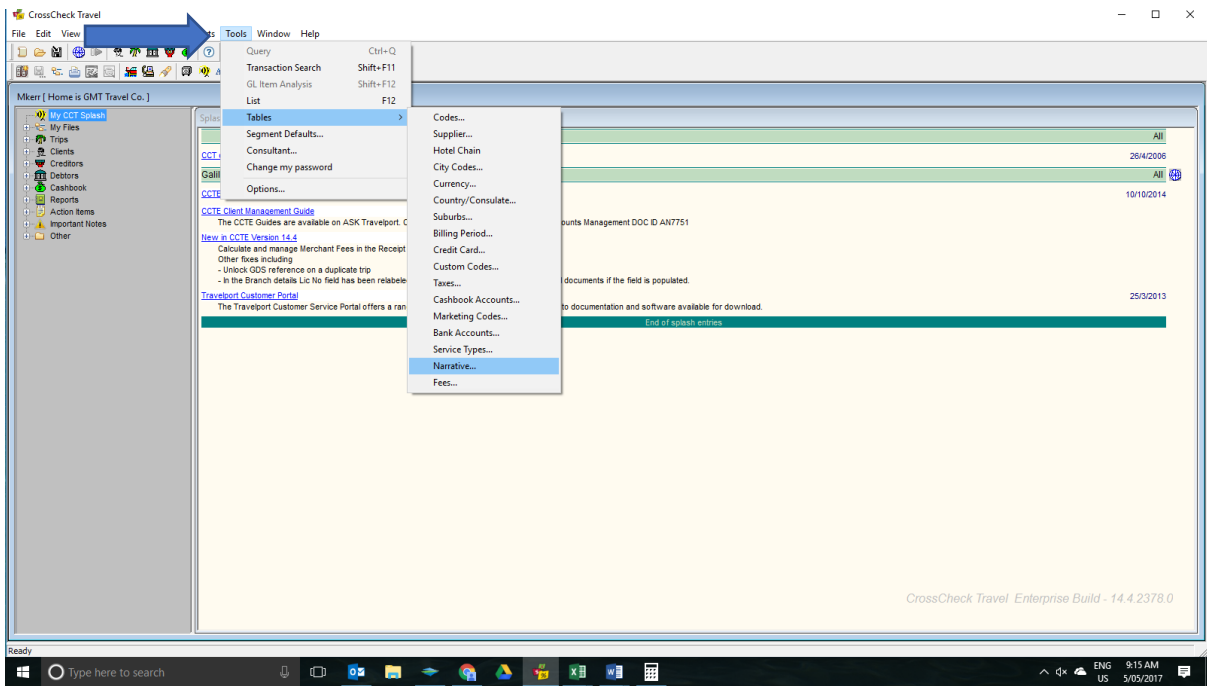
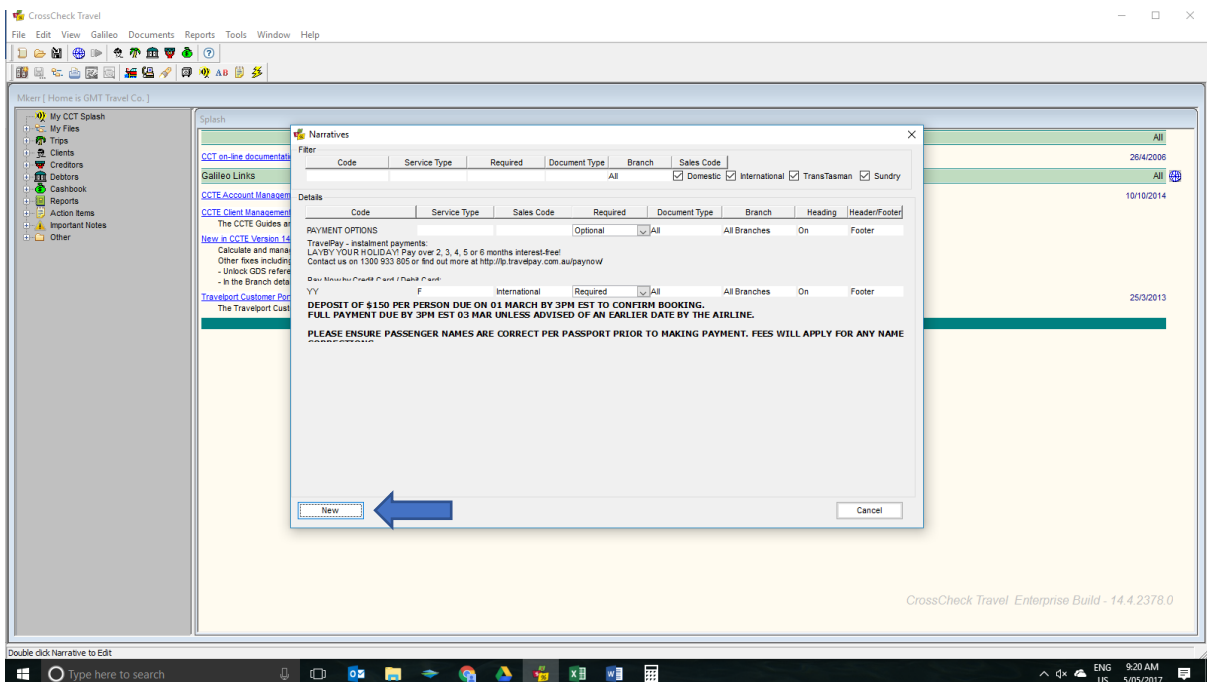


### Cross Check Travel – Guide for adding Text

1. Go to **Tools**
2. Go to **Tables**
3. Open **Narratives**



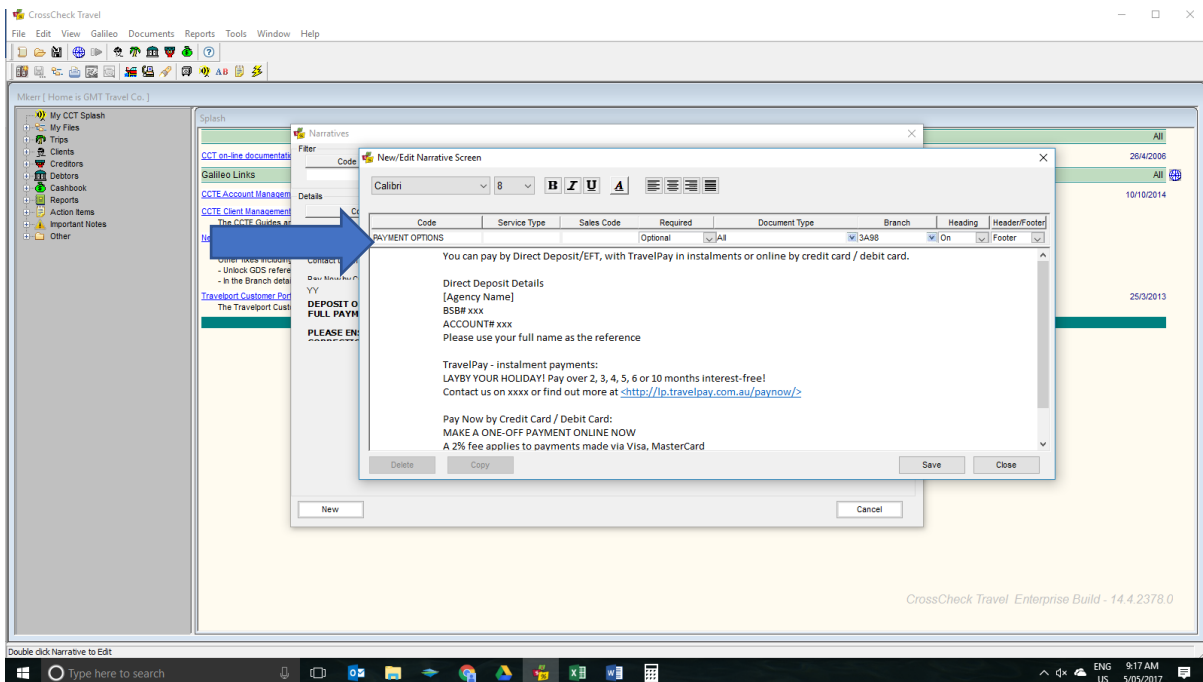
4. Click **New** to create a 'new' narrative



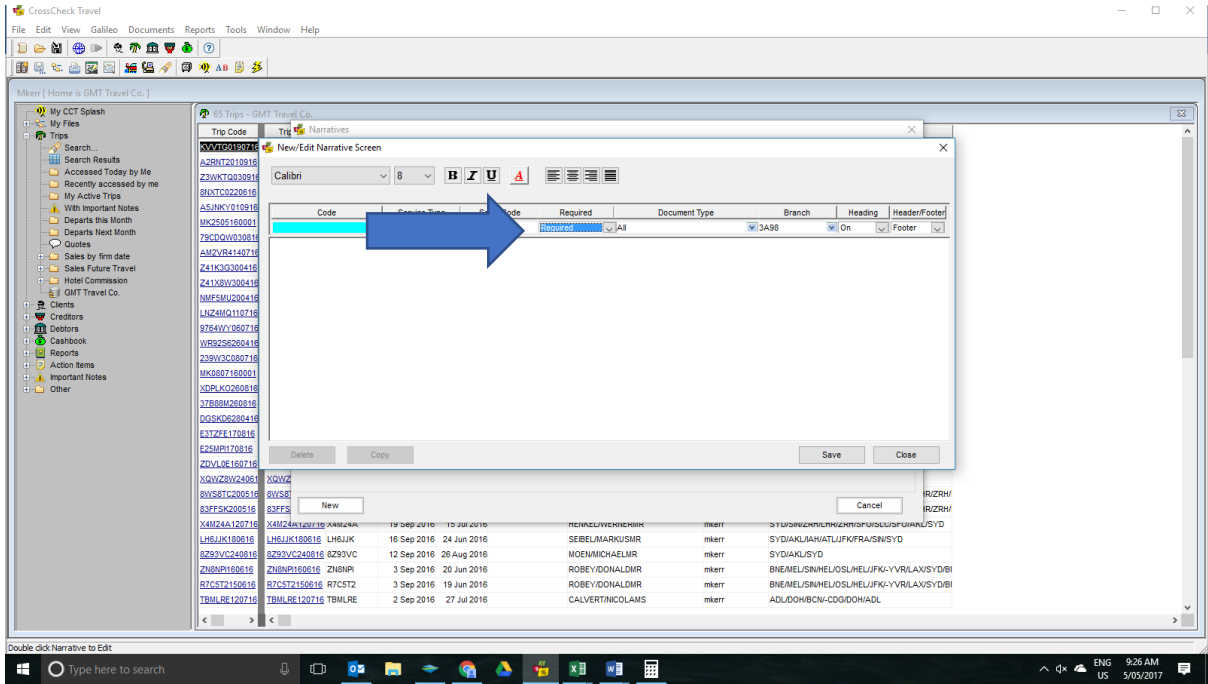
5. Code or Label as '**Payment Options**' and copy and paste the details below in the blank area. **Personalise** with your agency details.

## Payment Options (Text to apply):

- a. All prices are based on payment by cash, cheque or EFTPOS.
- b. Cheques will not be accepted for travel within 7 working days of travel. Please note that cheque payments (including bank cheques) require 5 business days to process.
- c. **Credit card** surcharges will apply when paying by credit card. We accept VISA and Mastercard Credit or Debit Cards (**XX% Fee**) and American Express (**XX% Fee**).  
Pay NOW, simply click or enter this link into your browser:  
[https://pay.travelpay.com.au/\[MERCHANTID\]](https://pay.travelpay.com.au/[MERCHANTID])
- d. Payments made via **Direct Deposit** take up to 3 business days to process. Please notify your consultant of your payment once it has been processed. Payment can be made by direct deposit as follows:  
BANK: XXXXX  
ACCOUNT NAME: XXXXXXXXXXXXXXXX  
BSB: XXX XXX  
ACCOUNT NUMBER: XXXXXX  
REFERENCE: Your surname
- e. **LAYBY YOUR HOLIDAY:** Pay over 2, 3, 4, 5, 6 or 10 months' interest-free! Ask in store for more information.



6. Mark as a 'required', so that the payment options show on all your documentation.



7. Save and you're done!