



Voucher Incentive Programme – Terms & Conditions

- Application for entry to the Voucher Incentive Programme (VIP) can be submitted by completing the application form and faxing it back along with a signed copy of these conditions and an example of the voucher you intend to use (to be designed by you).
- Please allow at least 10 working days for your application to be processed.
- Our Finance Unit are required to run a Credit Check before approving membership.
- To be eligible, we ask that you expect to have at least 100 pax or 5 groups per year.
- The programme operates on the basis that participating tour operators submit a two-part voucher on arrival at our properties. Our Steward will retain the first part of the voucher that will be forwarded to our accounts branch for invoice purposes (this cannot be returned). The 2nd part will be returned to the group leader as a receipt.
- Your group leader is responsible for entering the correct details on the voucher. Once the voucher is handed over to our steward the details are final and unchangeable.
- The voucher **must** include, your Company Name, address, tel no, the site your visiting, date of visit and number of Adults(16-59), Concession(60+) and Children(5-15) in the group.
- The Adult rate will be charged if the number of Concession and Child visitors in the group are not entered. The Adult rate will also be charged if Students are stated on the voucher, as Historic Scotland do not operate a Student category.
- Children (5-15 years) must be accompanied by an adult.
- Proof of age may be requested at sites.
- To qualify for a discount (not shown on till receipts) there must be **11 persons or more** in the group. Groups of less than 11 people will be admitted with a voucher, however, no discount will be given and the published retail price will be charged.
- If you qualify as a group you are entitled to one tour leader/guide FOC. The Driver is also entitled to free entry if they wish.
- It is important that your tour leader and/or driver are clearly marked separately on each voucher to avoid them being charged for.
- Tour operators with more than one operation within the parent company must register each operation separately and use its own approved voucher.
- Every month you will receive an invoice together with a schedule of visits, containing relevant information pertaining to the voucher. This will show the number and categories of admissions and the total amount due for each visit minus your 10% discount (where applicable).
- Please note that payments made from a non UK bank account (International Bank Transfer) will incur bank charges from the sending and receiving banks. You must pay the charges incurred from the sending bank and we (the recipient) will pay any from the receiving bank. To avoid bank charges you can make payment by calling our finance dept on +44 (0) 131 668 8863 and pay with credit/debit card.
- All invoices must be settled in full 28 days from the date of invoice. If accounts are not settled by the due date, then the interest noted on the invoice document will be added to your invoice.
- Historic Scotland reserves the right to withdraw operators from the programme for non-utilisation of the scheme, non-payment of accounts or any other misuse of facilities.
- These terms & conditions will remain valid for the duration of the membership or until we need to make any changes, then you will be required to sign the updated version.

Authorisation

I, the undersigned, have read and understand the above and agree, on behalf of my company, to comply with them.

Name:

Company:

Signed:

Date:



Voucher Incentive Programme – Application Form

COMPANY CONTACT DETAILS

Company Name:

Address:

Tel No:

Fax No:

General Email:

Personal Email:

Website:

Please state 'reference' from your voucher that you would like entered on your invoice:

Preference:

2nd option (if 'pref' not given):

Contact 1 (Main point of contact)	Contact 2 (if main contact unavailable)	Accounts Contact (if differs from contact 1)
Title:	Title:	Title:
First Name:	First Name:	First Name:
Surname:	Surname:	Surname:
Job Title:	Job Title:	Job Title:
Direct Tel:	Direct Tel:	Direct Tel:

ADDRESS FOR INVOICING PURPOSES (If different from above)

Full Postal Address:

BANK DETAILS

Name of Bank:

Full Address:

Name Of Account:

Account No:

Sort Code:

Company Reg No:

PLEASE RETURN YOUR COMPLETED APPLICATION ALONG WITH A SIGNED COPY OF THE T&Cs AND AN EXAMPLE OF YOUR VOUCHER TO:

Travel Trade Team

Historic Scotland, Longmore House, Salisbury Place, Edinburgh EH9 1SH

Tel +44 (0) 131 668 8664 **Fax** +44 (0) 131 668 8888

Email hs.explorer@scotland.gsi.gov.uk