



GUEST SCHEME – PREMIER COTTAGES  
HOLIDAY CANCELLATION

**HOW TO USE THE SCHEME**

1. The scheme operates on a monthly bordereaux basis.
2. The lead member of the party should complete a proposal form and return it to you with the premium added to the deposit.

The guest should then be issued with a certificate of insurance.

3. The details should then be entered on the bordereaux and returned to us, once a month, with a cheque in settlement of the premium, net of your 12.5% commission.

Should you have any queries with regards to the administration of the scheme, please telephone John Parker or Katie Runham on (01803) 408046.