

Booking & Payment Collection SOP

Travel & Tourism

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes a booking and payment-collection SOP — confirmation steps, advance and balance schedule, supplier booking, documentation, payment modes and reconciliation — so bookings are locked and money is collected on time without disputes. Use it to tighten booking operations. For cancellations use the Cancellation & Refund Policy Builder.

Purpose of this tool & output

Confirm bookings and collect money cleanly

How the output is used

Use it to confirm bookings and collect money cleanly — a booking and payment collection SOP that locks scope and secures advances.

Important cautions

Do not pay suppliers ahead of collection; a client default after you have paid the supplier is a direct loss.

Companion documents

- Enquiry-to-Booking Conversion Playbook
- Travel CRM & Follow-Up System
- Customer Service & Complaint SOP
- Repeat & Referral Program
- Reviews & Reputation Management
- Cancellation & Refund Policy Builder

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