



**SecureServices.cc™**

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SecureServices.cc Division of Sierra Stained Glass Studios, Inc., A California Corporation

## APPLICATION FORM WORKSHEET

This worksheet can be used to collect the data needed for filling out the Application Form database we will have you download when you request to start the application process. This is identical to the database version we will send, but does not have the automated scripts to display currency conversions and other automated features. All input fields, however, are the same.

If you would rather wait to receive the actual database that we require for your input, call us and we will create the custom password protected database for you to download. We require that you make a \$25 non-refundable deposit to start the application process. This deposit is applied to the 2-year Pre-Payment Plan or the 3-year Pre-Payment Plan as detailed on our web site's Costs page:

[www.securereservices.cc/costs.html](http://www.securereservices.cc/costs.html)

Look over the pages of the Application Form before beginning the process of filling in data. While it may look ominous, you will find that for most hotels, many fields will be skipped. For example, if you will be using only English, half of the fields will be skipped. Likewise, if you will be using only one room rate schedule, the other two rate schedules will be left blank; if not charging different rates for holidays, those fields too will be skipped. We've pre-entered data in some fields (Spanish in the matching 2nd language field) that is typical wording used by hotels. You can modify, completely change, or delete such entries.

**We provide this PDF of the Application Form only as a worksheet. You MUST fill in the same fields in the customized FileMaker Runtime Database that we create for you in order for us to process your application.** This is because the database can be returned via e-mail securely since it has password protection so ONLY the hotel and SecureServices.cc can open the database. **FileMaker Runtime databases are standalone solutions that require no software applications on your computer -- all is included in the 20 Mb folder that you will be directed to on the web for your download using any browser.**

**System Requirements:** PC (Pentium 300MHz or higher with Windows 2000, XP, or Vista) -or- Macintosh (G3, G4, G5, Intel with System 10.2.8 or higher). If you own Filemaker Pro software, you can use the databases we provide using FileMaker (only version 9 of FileMaker Pro supports Vista), but the runtime solutions provided run without the need for any software. (Our database solutions are compatible with FileMaker v.7, v.8, and the current v.9 being sold.

Should you have any questions about fields and their purpose, feel free to e-mail your questions to us or phone us.

To begin filling out your application form,  
click the button below to go to  
[Page 1 - Start Here](#)

**1. Start Here**



### General

This application form is a Runtime Database that will be used to collect information for your application. When you've completed filling out the needed information, you will return just the database inside the folder that you downloaded. Instructions on how to do this will be on last page of this file. The entire process will take approximately 2 hours to fill out all sections -- if more convenient, take your time and do one section each day. When done, you will have set up your entire online reservation system! And once your application is received along with the required supporting materials, the approval process will take just a few days, allowing you to process online reservations within a week.

Because this database is password protected, only you and SecureServices.cc can open and view the information contained in it. It is important that you **CLOSE** this database before attaching it to the e-mail letter that will return the completed Application Form to us.

### Contents (each part on separate PAGE) and estimated time to fill out each part:

- 1. Start Here Page** - This page with general information. (3 minutes)
- 2. Application Form** - This page requests **information about your business**. (15-30 minutes)
- 3. Reservation System - Part 1** - This page allows you to specify the text on your online reservation system -- its **logo text and hotel policies text**. (30-60 minutes)
- 4. Reservation System - Part 2** - Here you specify the **Rate Schedules** for your hotel. (15-30 min.)
- 5. Reservation System - Part 3** - Here you will **provide credit card** information to which your monthly charges (exceeding pre-paid minimums) will be charged each month. (5 min.)
- 6. How to return this database** - this explains how to return this database back to SecureServices..cc for processing. (5 min.)

To begin filling out your application form,  
click the button below to go to  
**Page 2 - Application Form**

**2. Application Form**



Information about your business

Business Name:

Business Address Ln1:

Business Address Ln2 (if needed):

City:

State:

Zip:

Business Phone:

Business Fax:

Business e-Mail:

Business Web Site (if any):

Business Contact 1 (Name):

Business Contact 2 (Name):

Business Type?  Corporation  Partnership  Proprietorship  Other (specify)

If Other, describe:

If not Corporation and different from Business Name above,  
enter DBA name:

Year Established:

Kind Of Business:

Comment (Optional):

These are the primary & secondary contacts who will be handling your online reservations should we need to contact them for any reason.

e.g. Hotel, Motel, B&B, etc.

Information for facility where its name or location is different from Business Address above.

Fill in this next entire section ONLY if you answer Yes to the next question :

Is name or location of facility for which online reservations will be processed DIFFERENT from above?  Yes  No

Explain why name or location is different:

You can enter "Same" for fields where information is same as above:

Facility's Name:

Facility's Address Ln1:

Facility's Address Ln2 (if needed):

Facility's City:

Facility's State:

Facility's Zip:

Facility's Phone:

Facility's Fax:

Facility's e-Mail:

Facility's Web Site (if any):

Facility's Contact1(Name):

Facility's Contact2 (Name):

These are the primary & secondary contacts who will be handling your online reservations should we need to contact them for any reason.

Information about your credit card processing's Merchant Account.

SecureServices.cc does not process credit cards for you. You must have a valid Merchant Account and send us an ORIGINAL of your most recent Merchant Account statement to prove your credit card processing capability. (We will return this original if requested.)

Fill in all lines in this next section:

Merchant Account Provider - Name:

Merchant Account Provider - Address:

Merchant Account Provider - City:

Merchant Account Provider - State:

Merchant Account Provider - Zip:

Merchant Account Number:

e.g. Elavon (Nova), Verisign, Discover, Wells Fargo, Visa Processing, Bank of America, EZ, etc.

This is your Merchant Acct. Number, NOT YOUR BANK'S CHECKING ACCT. NUMBER.

Enter below the name of the bank associated with your Merchant Account above. This is basically the bank where funds are deposited when you process credit cards.

Bank Name where funds deposited:

Address, City, State, Zip of this bank:

IN ORDER TO COMPLETE THE PROCESSING OF YOUR APPLICATION, WE REQUIRE THAT YOU MAIL US THE MOST RECENT STATEMENT FROM YOUR MERCHANT ACCOUNT PROVIDER. IT MUST BE THE ORIGINAL AND NOT A COPY! MAIL IT TO THIS ADDRESS:

SecureServices.cc  
P. O. BOX 3994  
Modesto CA 95352

The return address on your envelop should be the name of your business as submitted above. IF YOU WANT US TO RETURN THIS ORIGINAL, just attach a note requesting its return.

Why do we need an original?

We are as concerned about security as you are, and probably more so. Our application process is designed to be sure we service no accounts that intend to engage in fraudulent transactions. Receiving your original of your Merchant Account statement allows us to verify and certify its authenticity. Information therein is held in the strictest confidence and will never be shared with anyone. If you do not receive paper monthly statements by MAIL but instead receive your monthly report only by online access, you will need to contact us on how to provide us with a verifiable monthly statement.

To go to next page where you will enter the text for your online reservation form's policy statements, click the button below to go to Page 3 - Reservation Form - Text Inputs

3. Text Inputs

**How to use this page**  
 In this page you will input the text for various locations on your online reservation form. Some fields are preset with default text that you can keep as is or modify or rewrite for your needs. Graphics from an example web site (Hotel La Villa de San Quintin) are used to show you where each text field displays on the reservation form. **Keep in mind that you can change any of these fields any time once your online reservation system is activated** simply by using the web interface to modify them as needed. (The web interfaces are activated by clicking a button in the database we provide.)  
 Tip: Read instructions for each section before inputting any data. It might seem time consuming, but in the long run will save you time. **Estimated time to complete this section: 60 minutes.**

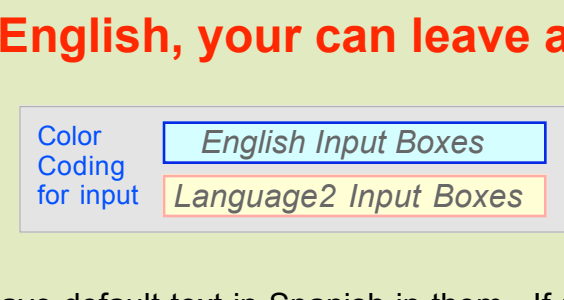
**Reservation System Text & Color Inputs for this hotel's database**

**2nd Language Option - Skip this section if using only English on your online reservation form.**

The system can optionally offer your online reservation form in a second language. The primary language is always English.  
 If you use a second language, enter its name in the next field and the Pricing Column Heading below. (If using ONLY English, you can leave both these fields empty.)  
**2nd Language Name** (e.g. "Spanish", "French", etc. -- keep to a single word) (Max = 15 characters)  
 [Language2]  
**2nd Language Pricing Column Heading - Enter translation of "Price per night"**  
 (e.g. for Spanish: "Precio por noche", etc. -- keep short) (Max = 24 characters)  
 [Hotel\_RatesPgFrgr]

**Hotel Web Site URL's** (Note: Do NOT end URL's with slash (/) - the system will auto add where needed.)  
 These URL's describe the location of your web site and needed folders inside its main directory.  
 If you will be having us build a web site for you, leave these fields blank.  
**Hotel's Web Site URL** (Format: www.hotelabc.com)  
 [Hotel\_WebSiteURL] This is your hotel's web site address (URL)

**NOTE: For each input field below, there is box for English (blue), and a yellow box for 2nd Language text if using the 2nd Language feature. If using only English, your can leave all yellow boxes EMPTY.**



Some 2nd language input fields will have default text in Spanish in them. If using only English, disregard this text since it will not be used, or, you can clear the default Spanish text or change if needed.

**Hotel Header Information**

This graphic below shows where each text field resides. The background & text colors are pre-entered to match those shown in graphic example. Use color chart at right to enter color number (start with #) if you want to use different colors. These can be changed in future by web interface.

0) Header Background Color: Color Number--> [Hotel\_Head] e.g. #FFC099

1) Header Image Name (Enter your image's name in BOTH set of fields) (e.g. "logo\_247x198\_SNQ.jpg") (Image must be less than or equal to 247 pixels wide by 198 high, at 72 dpi)  
 [Hotel\_HeaderImageName] [Hotel\_HeaderImageName\_E]  
 These images need to be located in the folder specified above in "Hotel Images Folder URL" field.  
 These next two fields are almost always the same as for the "Hotel\_HeaderImageName" fields above.  
**Image Name for SSL web pages**  
 [Hotel\_SSI\_HeaderImageName] [Hotel\_SSI\_HeaderImageName\_E]

2) Logo Sub Text (Max = 100 characters, no carriage returns in text line.) Logo Sub Text, Text Color Number--> [Hotel\_LogoS] e.g. #8B4513  
 [Hotel\_LogoSubHeading] [Hotel\_LogoSubHeading\_E]

3) Header Main Title (Max = 80 characters, no carriage returns in text line.) Main Title Text, Text Color Number--> [Hotel\_Head] e.g. #FF0000  
 [Hotel\_HeaderDesc] [Hotel\_HeaderDesc\_E]

4) Header Sub Title (Max = 280 characters, no carriage returns in text line.) Sub Title Text, Text Color--> [Hotel\_Head] e.g. #000000  
 [Hotel\_HeaderDetail] [Hotel\_HeaderDetail\_E]

5) Header Phone Us Text (Max = 30 characters, no carriage returns in text line, color is auto-added, default is shown.)  
 [Hotel\_ContactUs\_Ph\_PreTxt] e.g. CALL for More Info : [Hotel\_ContactUs\_Ph\_PreTxt\_E]

6) Header Phone Numbers (Max = 20 characters, no carriage returns in text line.) 2nd Phone number OPTIONAL.  
 Ph. 1 [Hotel\_Phone1] Ph. 2 [Hotel\_Phone2]  
 [Hotel\_Phone1\_E] [Hotel\_Phone2\_E]  
 e.g. 000-000-0000 e.g. or 000-000-0000

7) Header e-Mail Us Text (Max = 30 characters, no carriage returns in text line, color is auto-added, default is shown.)  
 [Hotel\_ContactUs\_eM\_PreTxt] e.g.: or e-mail us at : [Hotel\_ContactUs\_eM\_PreTxt\_E]

8) Header e-mail Address (Max = 50 characters, be sure it is full e-mail address, e.g. "abc@mydomain.com")  
 [Hotel\_ContactUs\_eM] e.g.: reservations@abc.com [Hotel\_ContactUs\_eM\_E]

9) Header Fax (Optional) (Max = 80 characters, e.g. "Fax: 209-566-3275" Note: word "Fax" needs to be added in text) Note: This field can be anything if you don't want fax number.  
 [Hotel\_Fax] e.g.: Fax: 000-000-0000 [Hotel\_Fax\_E]

10) Header Hotel Name (Max = 80 characters, no carriage returns in text line.) Hotel Name, Text Color--> [Hotel\_Name] e.g. #8B0000  
 [Hotel\_Name] [Hotel\_Name\_E]

11) Header Hotel Address Ln1 (Max = 60 characters, no carriage returns in text line.) Address Text Color--> [Hotel\_Addr1] e.g. #8B4513  
 [Hotel\_AddrLn1] [Hotel\_AddrLn1\_E]

12) Header Hotel Address Ln2 (OPTIONAL, Max = 60 characters, no carriage returns in text line.) Address Text Color  
 [Hotel\_AddrLn2] [Hotel\_AddrLn2\_E]

13) Header Hotel City (Max = 30) 14) State (Max = 15) 15) Zip (Max = 10) 16) Country (OPTIONAL, Max=24)  
 [Hotel\_City] [Hotel\_State] [Hotel\_Zip] [Hotel\_Country]  
 [Hotel\_City\_E] [Hotel\_State\_E] [Hotel\_Zip\_E] [Hotel\_Country\_E]

Web Color Numbers	
Black	#000000
DimGray	#696969
Gray	#808080
DarkGray	#A9A9A9
Silver	#C0C0C0
LightGray	#D3D3D3
Gainsboro	#DCDCDC
WhiteSmoke	#F5F5F5
White	#FFFFFF
Maroon	#800000
DarkRed	#8B0000
Red	#FF0000
OrangeRed	#FF4500
DarkOrange	#FF8C00
Orange	#FFA500
Gold	#FFD700
Olive	#808000
Yellow	#FFFF00
DarkGoldenrod	#8B8B00
SaddleBrown	#8B4513
Chocolate	#D2691E
Goldenrod	#DAA520
FireBrick	#B22222
Brown	#A52A2A
Sienna	#A0522D
Peru	#CD853F
Tomato	#FF6347
Coral	#FF7F50
IndianRed	#CD5C5C
SandyBrown	#F4A460
DarkKhaki	#8DB68F
Salmon	#FA8072
DarkSalmon	#E9967A
LightSalmon	#FFA07A
LightCoral	#F08080
BurlyWood	#DEB887
Tan	#D2B48C
Khaki	#F0E68C
RosyBrown	#BC8F8F
PaleGoldenrod	#EEE8AA
NavajoWhite	#FFDEAD
Wheat	#F5DEB3
Moccasin	#FFE4B5
PeachPuff	#FFDAB9
Bisque	#FFE4C4
BlanchedAlmond	#FFC0CB
LemonChiffon	#FFFACD
LightGoldenrodYellow	#FAFAD2
PapayaWhip	#FFD0D0
AntiqueWhite	#FAEBD3
Beige	#F5F5DC
Cornsilk	#FFF5DC
LightYellow	#FFFFE0
MistyRose	#FFE4E1
Linen	#F0F0F0
Oldlace	#FFF5EE
Seashell	#FFF5EE
Ivory	#FFFFE0
Snow	#FFFAFA
Chartreuse	#7FFFD4
LawnGreen	#7CFC00
DarkGreen	#006400
Green	#008000
Lime	#00FF00
ForestGreen	#228B22
OliveDrab	#6B8E23
DarkOliveGreen	#556B2F
GreenYellow	#ADFF2F
YellowGreen	#9ACD32
LimeGreen	#32CD32
DarkSeaGreen	#8FBC8F
LightGreen	#90EE90
PaleGreen	#98FB98
Honeydew	#90EE90
SpringGreen	#90EE90
MediumSpringGreen	#00FA9A
LightSeaGreen	#20B2AA
SeaGreen	#2E8B57
MediumSeaGreen	#3CB371
Turquoise	#40E0D0
MediumTurquoise	#483D8B
MediumAquamarine	#66CDAA
Aquamarine	#7FFFD4
MintCream	#90EE90
Teal	#008080
DarkCyan	#008080
Cyan	#00FFFF
Aqua	#00FFFF
DarkTurquoise	#00CED1
DeepSkyBlue	#00BFFF
Navy	#000080
DarkBlue	#000080
MediumBlue	#0000CD
Blue	#0000FF
MidnightBlue	#191970
DodgerBlue	#4169E1
DarkSlateGray	#2F4F4F
RoyalBlue	#4169E1
SteelBlue	#4682B4
CadetBlue	#5F9EA0
CornFlowerBlue	#6495ED
SlateGray	#708090
LightSlateGray	#778899
SlateBlue	#6A5ACD
LightSlateBlue	#87AECF
LightBlue	#ADD8E6
Paleturquoise	#AFEEEE
LightSteelBlue	#B0C4DE
PowderBlue	#B0E0E6
LightCyan	#E0FFFF
Lavender	#E6E6FA
Azure	#6495ED
AliceBlue	#F0F8FF
GhostWhite	#F8F8FF
Indigo	#4B0082
DarkViolet	#48008B
BlueViolet	#6A5ACD
DarkOrchid	#800080
DarkSlateBlue	#483D8B
MediumOrchid	#BA55D3
SlateBlue	#6A5ACD
MediumSlateBlue	#7B68EE
MediumPurple	#9370DB
Purple	#800080
DarkMagenta	#800080
Magenta	#FF00FF
Fuchsia	#FF00FF
DeepPink	#FF1493
Crimson	#DC143C
MediumVioletRed	#C71585
HotPink	#FF69B4
Orchid	#DA70D3
PaleVioletRed	#DB7093
Violet	#EE82EE
Plum	#DDA0DD
LightPink	#FFB6C1
Thisle	#8BFC8B
Pink	#FFC0CB
Lavenderblush	#FFF0F5

**Reservation Form - Policy Statement for Holding Rooms for Non-Guaranteed**

Refer to this graphic for where text fields #17 and #18 are displayed.

Off Street Parking in Hotel's Parking Lot with 24-hour Security Guard Protection. San Quintin (US\$ only) BC C.P. 22930 Mexico

**Reservation Form**  
**Hotel La Villa de San Quintin - San Quintin**

Please fill in all required fields and then click the "Continue" button at bottom of form. Do not click your browser's Reload or Refresh button while filling in data -- doing so may clear form.

17) In we process your reservation request, we will e-mail you a Reservation Confirmation Number.  
 We hold rooms ONLY to 3 PM without payment for first night on first day of your reservation.

If you expect to arrive after 3PM, or wish to guarantee your first night's stay, regardless of your expected arrival time, you should provide your credit card for a Guaranteed Reservation when you make your reservation.

18) Fields with RED labels are REQUIRED.  
 Your Name: First [ ] Last [ ]

Note: These fields are for text that appears on both the Rates page and Reservation page (as shown above). If you will not be accepting Non-Guaranteed reservations, either leave these fields blank, or enter something like "We accept only Guaranteed Reservations where you provide a credit card." in the first field (#17).

17) Hold Rooms Until Policy - 1st paragraph (Bold) (Max = 200 characters, no carriage returns in text line.)  
 e.g. "We hold rooms ONLY to 3 PM without payment for first night on first day of your reservation."  
 [Hotel\_HoldRoomsUntil1NGbold] [Hotel\_HoldRoomsUntil1NGbold\_E]

18) Hold Rooms Until Policy - 2nd paragraph (Normal) (Max = 300 characters, no carriage returns in text line.)  
 e.g. "If you expect to arrive after 3 PM, or wish to guarantee your first night's stay, regardless of your expected arrival time, you should provide your credit card for a Guaranteed Reservation when you make your reservation."  
 [Hotel\_HoldRoomsUntil2NG] [Hotel\_HoldRoomsUntil2NG\_E]

**Reservation Form - Policy Statement on Occupancy & Extra Person Charge**

Refer to this graphic for where text fields #19 through #22 are displayed.

Triple Deluxe (1 Queen, 1 Full, 1 Single / 5) \$ 80.00  
 Suite with Kitchenette (2 Queens / 4) \$ 89.50

19) Extra Person Charge\* \$ 9.50

\*All rates shown are for single or double occupancy. If you have more than 2 people in the room (3 for Triples), an "extra person charge" may apply. Extra person charge is shown above per night for those aged 8 years & above.

\*\* Including taxes 22

\*\*\* May vary based on current exchange rate in effect at time of your visit. Above based on 10.50 Pesos per US\$.

Note: If more than one Type of Room is needed for your stay, make separate reservation for each type of room.

Number of Rooms: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

Note: These fields are for text that appears on both the Rates page and Reservation page (as shown above) under the rates.

19) Room Occupancy Statement (Bold, 1st Sentence) (Max = 250 characters, no carriage returns in text line.)  
 e.g. "All rates shown are for single or double occupancy. If you have more than 2 people in the room (3 for Triples), an "extra person charge" may apply."  
 \* [Hotel\_RatesOccupancyStatement1] [Hotel\_RatesOccupancyStatement1\_E]

20) Extra Person Statement (Normal, 2nd Sentence) (Max = 100 characters, no carriage returns in text line.)  
 e.g. "Extra person charge is shown above per night for those aged 8 years & above."  
 [Hotel\_RatesOccupancyStatement2] [Hotel\_RatesOccupancyStatement2\_E]

21) Optional Third Sentence in Occupancy & Extra Person Paragraph (Normal) (Max = 100 characters, OPTIONAL.)  
 In example shown above, this field's data is empty and does not show. This 3rd sentence is OPTIONAL.  
 [Hotel\_RatesOccupancyStatement3] [Hotel\_RatesOccupancyStatement3\_E]

22) Taxes Statement (Included in Rates, or Rates Exclude Taxes (Normal) (Max = 150 characters.)  
 e.g. "Including taxes" or "Excluding taxes" or "Rates show exclude taxes" (the period at end will be auto-added)  
 \*\* [Hotel\_RatesFootnote2] [Hotel\_RatesFootnote2\_E]

**Reservation Form - Group Rates Statement**

Refer to this graphic for where text field #23 is displayed.

Comments you want to give us about your reservation (optional, max=200):

23) Special Group Rates are offered (five or more rooms.) Call or e-mail us for details: e-Mail Us

After verifying your entered data, Click the "Continue" button below to proceed to next securely served page where you will have opportunity to guarantee your reservation by providing your credit card (optional), and completing your reservation.

Note: The "e-Mail Us" link to right of this Group Rates memo is auto set to the e-mail address you entered in #8 above.

23) Group Rates Memo (Bold) (Max = 300 characters, no carriage returns in text line.) Shows in Bold Violet under Comments  
 [Hotel\_GroupRatesMemo] e-Mail us  
 [Hotel\_GroupRatesMemo\_E] e-Mail us

**Optional Guaranteed Memo Statement - on "Finalize Your Reservation" Page**

Refer to this graphic for where OPTIONAL text field #24 is displayed.

**Place a Guaranteed Reservation (Credit card provided):**

If you wish to make a guaranteed reservation -- reservation is held regardless of your arrival time -- enter your credit card information below and click the "Place Guaranteed Reservation" button. In the event that you do not show (without prior cancellation), your card will be charged for only the first night's stay for services contracted.

24) Optional Guaranteed Reservation Memo (Max = 300 characters. Shows as separate paragraph.)  
 Unless you have compelling reason to add a 2nd paragraph here, leave empty.  
 [Hotel\_HoldRoomsUntil3G] [Hotel\_HoldRoomsUntil3G\_E]

**Greeting on Final Reservation Confirmation Page**

Refer to this graphic for where text field #25 is displayed.

Reservation Type: Non-Guaranteed Reservation Request Number: 830767  
 Arrival Date: Wednesday, 1 April, 2009 a  
 Departure Date: Tuesday, 7 April, 2009  
 Comments: a

We suggest you PRINT THIS PAGE as your copy of your reservation request.

25) Greeting on final Confirmation Page (Max = 50 characters)  
 e.g. "Thank You, and, Welcome to New York!" (this is displayed on final reservation pages)  
 [Hotel\_WelcomeToCity] [Hotel\_WelcomeToCity\_E]

**Checkout Time Statement (Optional) - used ONLY in auto Reservation Reply e-Mail**

26) Checkout Time Statement in auto Reservation Confirmation e-Mail you send client (Max = 80 characters)  
 e.g.: Checkout: 1 PM  
 [Gbl\_CheckoutTimeStatement] [Gbl\_CheckoutTimeStatement\_E]

To go to next page where you will enter your Rate Schedules & set Preferences for your online reservation form, click the button below to go to

**How to use this page**

In this page you set the Currency in which your charges are made, your room descriptions, the method of how your rates are based, enter the rates (either in US\$ or an International Currency), and optionally a Holiday Schedule for days where holiday rates apply and optionally Extra Services you might want to sell on your online reservation system.  
**Keep in mind that you can change any of these fields any time once your online reservation system is activated** simply by using the web interface to modify them as needed. (The web interfaces are activated by clicking a button in the database we provide.)

Tip: Read instructions for each section before inputing any data. It might seem time consuming, but in the long run will save you time. **Estimated time to complete this section: 30 minutes.**

**Note: In all input sections below, if using only English, leave all Language 2 boxes (pale yellow) EMPTY.**

**1) Set the Currency in which your charges are made:**

Rates are based EITHER on the U.S. dollar (US\$) -OR- on an International Currency.  
 Follow directions for **one** or the **other** section below:

**To base rates ONLY on US \$.**

**CLEAR the three fields BELOW** (Currency Name, Symbol, and Exchange Rate) (i.e. empty).  
 You then enter your rates ONLY in the US\$ fields below (green boxes). (Disregard pink rate boxes -- anything entered in them will be disregarded since only US \$ rates will show on the Rates web page.)

**To base rates on an international currency,** (Max = 10 char) (Max = 3 char)  
 enter **International Currency Name** here--> **Hotel\_IC\_name** (e.g. Pesos) **Currency Symbol** --> **IC\_sy**  
 Next, enter the **Exchange Rate** here-->>> **Glbl\_IC\_per\_3** (<<Hotel\_IC\_name>> / US\$) e.g. \$ C\$ Fr £

You will then enter ONLY your hotel rates in the pink boxes below for the international currency as integer numbers, e.g. 395 <<Hotel\_IC\_name>>, not 394.5.

Do NOT enter anything in the green boxes for Cost/Night in US\$ -- they will be calculated automatically based on the exchange rate you enter when you click the gray "UPDATE" button, or when this file is opened the next time. (As time goes on, you will update the Exchange Rate to keep US\$ rates current by using the web interface for Global Updates.)

**2) Set Room Descriptions, CheckOut Time:**

Enter your room descriptions below. If using only English, fill in only the blue fields. If using also a 2nd language, also fill in the pale yellow boxes with description of matching English translated into the second language. Room type 01 for English must be the SAME room type as room 01 in second language.

Leave blank any description fields not needed. Always start at top in Desc 01 and move downward for your descriptions. If not using a 2nd Language, leave Yellow fields EMPTY.

Room Type Descriptions, English	Room Types (<<Language2>>)
Description (Max = 45 characters)	Description (Max = 45 characters)
01 Glbl_Rm_Desc_01	01 Glbl_Rm_Desc_01_E
02 Glbl_Rm_Desc_02	02 Glbl_Rm_Desc_02_E
03 Glbl_Rm_Desc_03	03 Glbl_Rm_Desc_03_E
04 Glbl_Rm_Desc_04	04 Glbl_Rm_Desc_04_E
05 Glbl_Rm_Desc_05	05 Glbl_Rm_Desc_05_E
06 Glbl_Rm_Desc_06	06 Glbl_Rm_Desc_06_E
07 Glbl_Rm_Desc_07	07 Glbl_Rm_Desc_07_E
08 Glbl_Rm_Desc_08	08 Glbl_Rm_Desc_08_E
09 Glbl_Rm_Desc_09	09 Glbl_Rm_Desc_09_E

Optional Checkout Time statement. (This appears only in automated Reservation Confirmation e-Mail replies if not blank.)  
 English  (Max = 80 char)  
 e.g. Checkout time is 1 PM.  
 <<Language2>>  (Max = 80 char)

**3) Set Your Rates, based on: "Date Ranges" or "Days"**

First, you need to choose whether rates are based on **DATE RANGES during year** (e.g. High / Low Season Rates), -OR- based on **DAYS of WEEK** (and optionally holidays).

- a) IF based on **DATE RANGES during year**, at least two rate schedules must be used, optionally three, since each day's rate is based on the DATE for each day. If you want to use this method, fill in data for **Section 3a ONLY**.
- b) IF based on **DAYS of WEEK** (and optionally holidays), you will then choose how many rates you wish to use, and then select the days that apply to each rate. For this method, fill in data for **Section 3b ONLY**.

Will your rates be based on **DATE RANGES during Year?** :  Yes  No (e.g. High / Low Seasons)  
 If you answered "Yes", go to **Section 3a (DATE RANGES)**. If "No", go to **Section 3b (DAYS of WEEK method)**.

**3a) IF using DATE RANGES during year, set them here:**

1) In Rate Schedule Description boxes, enter date range description: e.g. "Mar 16 - Nov 14" and "Nov 15 - Mar 15"  
 2) Set the date range for each period:  
 Enter each date as a 4-digit number. For example, November 15th is entered as "1115", and March 1st is "0301". **Be sure your date ranges fully include the entire year**, e.g. High: 1115 - 0315 and Low: 0316 - 1114 (2 ranges), or, for 3 ranges: e.g. 1115 - 0215, 0216 - 0415, 0416 - 1114. Note that ALL dates of year are included.  
 Note: You enter only month & day, and not year since the system automatically calculates the correct year based on actual arrival date.

Rate Range 1 Schedule Description	Period 1 Rates Apply:
English <input type="text" value="Glbl_Rate1_Desc"/> (Max = 20 char) Language2 <input type="text" value="Glbl_Rate1_Desc_E"/>	FROM: Lo_1_St THROUGH: iLo_1_E
Rate Range 2 Schedule Description	Period 2 Rates Apply:
English <input type="text" value="Glbl_Rate2_Desc"/> (Max = 20 char) Language2 <input type="text" value="Glbl_Rate2_Desc_E"/>	FROM: Lo_2_St THROUGH: iLo_2_E
Rate Range 3 Schedule Description	Period 3 Rates Apply:
English <input type="text" value="Glbl_Rate3_Desc"/> (Max = 20 char) Language2 <input type="text" value="Glbl_Rate3_Desc_E"/>	FROM: Lo_3_St THROUGH: iLo_3_E

Period 3 Rate Schedule is OPTIONAL (leave blank if using only 2 ranges)

Note: The Schedule Names for all Rate Schedules use the same fields in 3a here and in 3b below.  
 Hence they show here as well as in Section 3b below.  
 So don't clear them here if using Section 3b below.

**3b) If using DAYS of WEEK as basis, Set Days Effective:**

In this method, you set the days that are used by each rate schedule (up to 3 rates, e.g. Sun-Thurs, Fri-Sat, Holidays).

You may use up to three rates. If only one rate schedule desired, leave Rate Schedules 2 and 3 blank. If two schedules desired, leave Rate Schedule 3 blank.

Enter the Rate Schedule Descriptions below. (Keep brief. e.g. "Sun - Thur", "Fri - Sat", "Holidays".) Then check a Day Effective only ONCE among the applicable rate schedules. For example, if using only two rate schedules, then Sunday (Sun) can be checked only once in one of the first two sets of Days Effective boxes.

Note: Holidays ("Hol") are optionally defined (up to 20 / year) below the rates.

**Days Effective** Check Day ONLY ONCE among all 3 boxes

English  Language2

**Rate Schedule 1**  
 Rate 1 Schedule Name:  (Max = 20 char)   
 Sun Mon Tue Wed Thur Fri Sat  
 Days Effective:

**Rate Schedule 2 (optional)**  
 Rate 2 Schedule Name:  (Max = 20 char)   
 Sun Mon Tue Wed Thur Fri Sat Hol  
 Days Effective:

**Rate Schedule 3 (optional)**  
 Rate 2 Schedule Name:  (Max = 20 char)   
 Sun Mon Tue Wed Thur Fri Sat Hol  
 Days Effective:

If you choose to include Holidays in a Rate Schedule, then you must specify the holidays below in Part 3.

Note: The Schedule Names for all Rate Schedules use the same fields in 3b here and in 3a above.  
 Hence they show here as well as in Section 3a above.  
 So don't clear them here if using Section 3a above.

**4) Set Your Room Rates:**

**RATES ARE BASED EITHER ON US \$ -or- AN INTERNATIONAL CURRENCY.**  
 When based on US\$, only US\$ will show on Reservation Form. When based on an International Currency, room charges will be made in the International Currency, but the equivalent US\$ (based on exchange rate) will also show.

If you are basing your rates ONLY on US\$ (i.e. showing no International Currency), enter your rates in **Section 4a**.  
 If basing your rates on an International Currency (and showing approx. equivalent of US\$), enter rates in **Section 4b**. (The approx. US\$ rates will be calculated automatically when UPDATE button is clicked.)

**4a. For rates based ONLY on US \$:** Enter US \$ rates in green boxes here.

Cost/Night US \$

Room Description	Rate1_Desc	Rate2_Desc	Rate3_Desc
01 Glbl_Rm_Desc_01	<input type="text" value="Rate1_\$"/>	<input type="text" value="Rate2_\$"/>	<input type="text" value="Rate3_\$"/>
02 Glbl_Rm_Desc_02	<input type="text" value="Rate1_\$"/>	<input type="text" value="Rate2_\$"/>	<input type="text" value="Rate3_\$"/>
03 Glbl_Rm_Desc_03	<input type="text" value="Rate1_\$"/>	<input type="text" value="Rate2_\$"/>	<input type="text" value="Rate3_\$"/>
04 Glbl_Rm_Desc_04	<input type="text" value="Rate1_\$"/>	<input type="text" value="Rate2_\$"/>	<input type="text" value="Rate3_\$"/>
05 Glbl_Rm_Desc_05	<input type="text" value="Rate1_\$"/>	<input type="text" value="Rate2_\$"/>	<input type="text" value="Rate3_\$"/>
06 Glbl_Rm_Desc_06	<input type="text" value="Rate1_\$"/>	<input type="text" value="Rate2_\$"/>	<input type="text" value="Rate3_\$"/>
07 Glbl_Rm_Desc_07	<input type="text" value="Rate1_\$"/>	<input type="text" value="Rate2_\$"/>	<input type="text" value="Rate3_\$"/>
08 Glbl_Rm_Desc_08	<input type="text" value="Rate1_\$"/>	<input type="text" value="Rate2_\$"/>	<input type="text" value="Rate3_\$"/>
09 Glbl_Rm_Desc_09	<input type="text" value="Rate1_\$"/>	<input type="text" value="Rate2_\$"/>	<input type="text" value="Rate3_\$"/>
Extra Person Charge	<input type="text" value="e1_\$_xtr"/>	<input type="text" value="e2_\$_xtr"/>	<input type="text" value="e3_\$_xtr"/>

**4b. For rates based on International Currency:**

Enter YOUR RATES, in the International Currency in pink boxes below -- the approx. US\$ rates will be calculated automatically when UPDATE button to right is clicked. (View them above in gray.)  
 For rates based ONLY on US \$: enter NOTHING here. Instead, enter rates ONLY in green boxes above in US \$.

Enter International Currency only as integer values here  
 e.g. 395 NOT 395.5  
 They'll show on web as entered.  
 (decimals will mess up web layout)

Cost/Night (in International Currency)

Room Description	Rate1_Desc	Rate2_Desc	Rate3_Desc
01 Glbl_Rm_Desc_01	<input type="text" value="Rate1_fc"/>	<input type="text" value="Rate2_fc"/>	<input type="text" value="Rate3_fc"/>
02 Glbl_Rm_Desc_02	<input type="text" value="Rate1_fc"/>	<input type="text" value="Rate2_fc"/>	<input type="text" value="Rate3_fc"/>
03 Glbl_Rm_Desc_03	<input type="text" value="Rate1_fc"/>	<input type="text" value="Rate2_fc"/>	<input type="text" value="Rate3_fc"/>
04 Glbl_Rm_Desc_04	<input type="text" value="Rate1_fc"/>	<input type="text" value="Rate2_fc"/>	<input type="text" value="Rate3_fc"/>
05 Glbl_Rm_Desc_05	<input type="text" value="Rate1_fc"/>	<input type="text" value="Rate2_fc"/>	<input type="text" value="Rate3_fc"/>
06 Glbl_Rm_Desc_06	<input type="text" value="Rate1_fc"/>	<input type="text" value="Rate2_fc"/>	<input type="text" value="Rate3_fc"/>
07 Glbl_Rm_Desc_07	<input type="text" value="Rate1_fc"/>	<input type="text" value="Rate2_fc"/>	<input type="text" value="Rate3_fc"/>
08 Glbl_Rm_Desc_08	<input type="text" value="Rate1_fc"/>	<input type="text" value="Rate2_fc"/>	<input type="text" value="Rate3_fc"/>
09 Glbl_Rm_Desc_09	<input type="text" value="Rate1_fc"/>	<input type="text" value="Rate2_fc"/>	<input type="text" value="Rate3_fc"/>
Extra Person Charge	<input type="text" value="e1_fc_xtr"/>	<input type="text" value="e2_fc_xtr"/>	<input type="text" value="e3_fc_xtr"/>

**5) Optionally, Set Your Holiday Schedule for year:**

This optional list of holidays is used ONLY when your rates are based on DAYS OF WEEK, and you defined a Rate Schedule to include Holidays ("Hol") to be priced at that Rate Schedule. List below, in chronological order, the holiday dates for which that rate schedule applies. See note below about date for holidays -- e.g. for New Year's, you might be charging the holiday rate for Dec. 31st, not Jan. 1st stays.

**Optional HOLIDAY Schedule** (Use ONLY if you've chosen a holiday ("Hol") in Rates Schedule Above)

Holiday Description (Max = 50 char)	Holiday MoYr INPUT
Glbl_Holiday_Desc_01	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_02	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_03	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_04	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_05	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_06	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_07	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_08	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_09	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_10	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_11	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_12	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_13	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_14	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_15	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_16	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_17	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_18	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_19	<input type="text" value="oliday_D"/>
Glbl_Holiday_Desc_20	<input type="text" value="oliday_D"/>

**Important:** Holidays are priced at the Rate Schedule where you checked the "Hol" box. Enter Month & Day in Holiday Date field as a four digit number. Month first as 2-digits, then Date as 2-digits. Then click Update Formatted Dates button above to see how will show on web.  
 e.g. Jan 1 st = 0101 Christmas = 1225  
 Keep in mind that while Jan 1st, for Dec. 31st, not Jan 1st. The system applies holiday rates to dates you enter, not actual holiday date.  
 The dates should be in chronological order since entered order is displayed on web Rates page. Because each date entered is used in calculations for FUTURE reservations, you should update this regularly so old (past) holiday dates reflect accurate dates for the NEXT 365 day period. e.g. in December, you should update date for Thanksgiving since it will have different date for next year.  
 An ERROR message will show below if any line has any description and/or date, and the date field is not exactly 4 digits, or you have rate schedule with no holiday ("Hol") selected.

Note: There are no fields for 2nd Language description of holidays. If using a 2nd Language, use above fields to describe holiday in both languages since above fields appear on both English & 2nd Language pages.

**6) Optionally, Set Your Extra Services & Prices:**

Extra Services are shown below your online reservation system ONLY if you enter data in the fields below. If not sure about these, leave all fields on empty. You can later decide if you want to offer Extra Services and add them using the Web Interface. You gain access to the web interface by clicking a button in the database that we will provide with when your application is approved.

**Optional Extra Services Schedule** (Start with first line, and add from top; if none, leave all boxes blank)  
 This section allows you to OPTIONALLY define Extra Services that you may offer your guests. Examples might be: DINNER at your restaurant, Fresh FLOWERS in room, TICKETS for nearby special events, etc. Price is generally per day or event and per person. Use fields at bottom (English, <<Hotel\_Language2>>) to define your pricing more specifically if necessary. When guest arrives, you can further define their Extra Services needs.

For rates based ONLY on US \$:  
 Enter your prices ONLY in US \$ in green boxes below -- leave pink boxes empty.

For rates based on International Currency:  
 Enter YOUR RATES, ONLY in International Currency in pink boxes below -- the approx. US\$ rates will be calculated automatically when gray "UPDATE" button is clicked.

Extra Services Description	English	Language2	Price in US \$	Price in Intrnl Curr.
Glbl_XSvc_Desc_01	<input type="text" value="Glbl_XSvc_Desc_01_E"/>	<input type="text" value="Glbl_XSvc_Desc_01_E"/>	<input type="text" value="XSvc_\$"/>	<input type="text" value="XSvc_IC"/>
<input type="checkbox"/> blank <input type="checkbox"/> person / day <input type="checkbox"/> person / event <input type="checkbox"/> room / day <input type="checkbox"/> room / event				
Glbl_XSvc_Desc_02	<input type="text" value="Glbl_XSvc_Desc_02_E"/>	<input type="text" value="Glbl_XSvc_Desc_02_E"/>	<input type="text" value="XSvc_\$"/>	<input type="text" value="XSvc_IC"/>
<input type="checkbox"/> blank <input type="checkbox"/> person / day <input type="checkbox"/> person / event <input type="checkbox"/> room / day <input type="checkbox"/> room / event				
Glbl_XSvc_Desc_03	<input type="text" value="Glbl_XSvc_Desc_03_E"/>	<input type="text" value="Glbl_XSvc_Desc_03_E"/>	<input type="text" value="XSvc_\$"/>	<input type="text" value="XSvc_IC"/>
<input type="checkbox"/> blank <input type="checkbox"/> person / day <input type="checkbox"/> person / event <input type="checkbox"/> room / day <input type="checkbox"/> room / event				
Glbl_XSvc_Desc_04	<input type="text" value="Glbl_XSvc_Desc_04_E"/>	<input type="text" value="Glbl_XSvc_Desc_04_E"/>	<input type="text" value="XSvc_\$"/>	<input type="text" value="XSvc_IC"/>
<input type="checkbox"/> blank <input type="checkbox"/> person / day <input type="checkbox"/> person / event <input type="checkbox"/> room / day <input type="checkbox"/> room / event				
Glbl_XSvc_Desc_05	<input type="text" value="Glbl_XSvc_Desc_05_E"/>	<input type="text" value="Glbl_XSvc_Desc_05_E"/>	<input type="text" value="XSvc_\$"/>	<input type="text" value="XSvc_IC"/>
<input type="checkbox"/> blank <input type="checkbox"/> person / day <input type="checkbox"/> person / event <input type="checkbox"/> room / day <input type="checkbox"/> room / event				
Glbl_XSvc_Desc_06	<input type="text" value="Glbl_XSvc_Desc_06_E"/>	<input type="text" value="Glbl_XSvc_Desc_06_E"/>	<input type="text" value="XSvc_\$"/>	<input type="text" value="XSvc_IC"/>
<input type="checkbox"/> blank <input type="checkbox"/> person / day <input type="checkbox"/> person / event <input type="checkbox"/> room / day <input type="checkbox"/> room / event				
Extra Services Pricing Comment (use only if needed to further define your price)			Shows under list of Extra Services Max = 150 char	
<input type="text" value="Glbl_XSvc_PriceComment_E"/>				

**7) Reservation Form Preferences:**

These radio buttons determine what things show on your online reservation form. The defaults are pre-selected. Modify to your needs.

<p><b>Credit Cards Accepted</b></p> <p>Visa_MC: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="MC"/></p> <p>Discover: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="DY"/></p> <p>AmerExpr: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="EX"/></p>	<p><b>Ask for Smoking Preferences?</b></p> <p>This switch determines whether or not the smoking prefs asked.                  Yes= Shows: Do you want a Non-Smoking room? Y N Either                  No= Removes the question from reservation form</p> <p>Smoking Preferences?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Ask for Credit Card Security Code (CID)?</b></p> <p>This switch determines whether or not the credit card input shows a box for the Security Code (3-digit VISA; 4-AmEx).</p> <p>Ask for Security Code?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Make it a required field?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p><b>Display Group Code (Coupon) field on form?</b></p> <p>This switch determines whether or not the Group Code (Coupon) input box shows on Finalize Your Reservation web page.</p> <p>Show Coupon field, Non-Guar?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Show Coupon field, Guarant'd?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Accept Non-Guaranteed Reservations?</b></p> <p>This switch determines whether or not the system shows buttons to accept Non-Guaranteed reservations.                  Yes= Accepts Non-Guaranteed reservations on Submit page                  No= Others NO Non-Guaranteed choice; only Guaranteed</p> <p>Accept Non-Guaranteed?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If set to Yes, be sure to state time until which you hold Non-Guaranteed in the HoldRoomsUntil global fields on file.</p>	<p><b>Show SSL Seal on Credit Card Entry Web Page?</b></p> <p>This switch determines whether or not the SSL Seal shows on web page where client will enter credit card information.                  Yes= Shows SSL Seal to right of acceptedCredit Card Logos                  No= Does not display SSL Seal of SecureServices.cc Divison.</p> <p>Display SSL Seal?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>

**8) e-Mail Addresses and Imminent Reservation Letter:**

These are the e-mail addresses to which the server sends you a notification of a new reservation, and archive e-mail address for Reservation Confirmations you will send to clients. The text of the Imminent Reservation Letter is set below.

<p><b>Server mails the your reservation data to:</b>                  Web mail address to be assigned to you</p> <p><b>Server mails Notification note (no data) to:</b>  <input type="text" value="Glbl_em_Addr_Server_Notificatn"/></p> <p>Above is the e-mail address to which you want your notifications of a new reservation e-mailed. Be sure to enter a COMPLETE e-mail address.                  e.g. reservations@hotelaabc.com</p>	<p><b>A TYPICAL IMMINENT RESERVATION LETTER</b></p> <p>This is an auto response to your reservation request. Because your requested arrival date is today, we may not be able to provide you with an e-mailed reservation confirmation in time for this reservation. We suggest you phone us at:                  When called from the U.S.: 011-52-xxx-xxx-xxxx                  When dialed in San Quintin: xxx-xxxx                  When called long distance from Mexico: 01-xxx-xxxx-xxxx                  ***** Español: *****</p> <p>Esta es una respuesta automatizada a su solicitud de hospedaje. Debido a que la reservacion solicitada es para hoy mismo, es posible que no le respondamos a tiempo con la confirmacion de su reservacion. Le sugerimos llamar a este numero:                  Telefono llamando de San Quintin: 011-52-xxx-xxx-xxxx                  Telefono llamando de Mexico: 01-xxx-xxxx-xxxx                  Gracias</p>
<p><b>Your Reservation Confirmations are mailed To: client and cc: is sent to this address:</b>                  cc: <input type="text" value="Glbl_em_Addr_Confirm_Archive"/></p> <p>Note: Consider the above cc: of your reply to client as an Archive copy. If none desired, clear the field above. This is NOT the reply to (or From) address that appears on your confirmation to client for writing back to you. That is set in your MAIL PROGRAM (Outlook Express), not here.</p>	<p><b>Text of Imminent Reservation Letter to Client:</b></p> <p>Glbl_Imminent_Reservation_Ltr_txt</p>
<p><b>Server "Imminent Reservtn" letters mailed To: client and cc: is sent to this address:</b>                  cc: <input type="text" value="Glbl_em_Addr_Imminent_Arc"/></p> <p>Note: This is for cc: of the Imminent Reservation warning letter that is automatically e-mailed to client by server if his/her reservation is for today and made after the cutoff time you select below.</p> <p>Cutoff Time: <input type="text" value="Glbl_lmtn"/> Enter as HH:MM (24-hr time)                  e.g. 10:30 = 10:30 AM                  13:00 = 1:00 PM</p> <p>THE TEXT OF THAT LETTER IS SHOWN TO RIGHT OF THIS BLOCK--&gt;</p>	<p>To go to next page where you will enter your Credit Card(s) for monthly charges, click the button below to go to Page 5 - Credit Card input</p> <p><input type="button" value="5.Credit Card(s)"/></p>

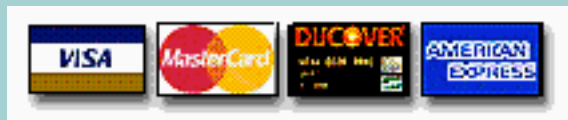


Enter here your credit card(s) that will be used to charge the monthly fees from SecureServices.cc.

Your card will be charged at the beginning of each month for the following:

- a) Total charges of **previous month exceeding** the pre-paid monthly minimum. (If total charges are less than the pre-paid minimum, no charge for this portion.)
- b) The monthly minimum for **next month**. (Note: During first 24 months, this amount has already been pre-paid by the startup payment. Same is true for the first 36 months if you chose the 3-year pre-payment option.)

While it is necessary to have only one card on file, it is wise to enter an alternate to assure that your reservation service is uninterrupted should the monthly charge be declined for whatever reason by your card's bank. (If charges are declined, the server automatically shuts off service to your account until the payment is received, plus a \$10 declined charge fee. This is true even if you still have unused pre-payments for future months from your startup payment.) Having an alternate card on file can prevent such service interruptions. If charge to first card is declined, the system automatically attempts to make charge to alternate card before ceasing service and billing you for the \$10 declined charge fee. Charges are ALWAYS first made to the Primary Card; the Alternate Card is used ONLY if charge to primary card is declined.



**Primary Credit Card for Monthly Charges:**

Card 1- Name On Card:   
 Card Number:  xxx-xxx-xxx-xxx  
 Expiration Date:  MM-YY e.g. Jan'09 = 01-09  
 Security Code:  [3 or 4 digit code from back of card](#)  
 Billing Street Address:  Billing Zip:

**Optional Alternate Credit Card for Monthly Charges:**

Card 2- Name On Card:   
 Card Number:  xxx-xxx-xxx-xxx  
 Expiration Date:  MM-YY e.g. Jan'09 = 01-09  
 Security Code:  [3 or 4 digit code from back of card](#)  
 Billing Street Address:  Billing Zip:

Within 3 days of approval, you will receive a package for download that includes your hotel's customized Runtime database for processing online reservations and the needed coding to be added to your web site for the "Make Your Reservation" buttons on each page that opens the online reservation page from our servers. Your first FREE 30 days of service will begin when we send you this Runtime database. At end of this 30-day free service period, your credit card will automatically be charged for the Prepayment Plan that you choose below, less the \$25 deposit already paid, if you don't cancel the plan by contacting us prior to end of this 30-day free trial period. (First month of prepayment plan begins when the initial 30 days of free of service is completed.)

**Monthly minimum charges for each plan (starts AFTER your 30-day FREE service period):**

- Months 1 - 12: \$8 minimum charge
- Months 12-24: \$18 minimum charge
- Months 25 and thereafter: \$20 minimum charge

**Month-to-Month Plan - Only normal monthly minimum charge after free 30-day trial**

{ \$8; Application fee not credited since it is a setup charge }

**Per Transaction Charges:**

- Per Guaranteed Reservation: **\$3.00**
- Per Non-Guaranteed Reservation: **\$1.50**

**2-Year Prepayment Plan - To be charged upon approval after free 30-day trial: \$263**

{ \$288 (12x\$8 + 12x\$18) less \$25 application fee = \$263 }

**Per Transaction Charges:**

- Per Guaranteed Reservation: **\$2.00** (\$1.00 for each additional reservation in month after each month's cumulative charge exceeds \$50)
- Per Non-Guaranteed Reservation: **\$1.00** (\$0.50 for each additional reservation in month after each month's cumulative charge exceeds \$50)

**3-Year Prepayment Plan - To be charged upon approval after free 30-day trial: \$503**

{ \$528 (12x\$8 + 12x\$18 + 12x\$20) less \$25 application fee = \$503 }

**Per Transaction Charges:**

- Per Guaranteed Reservation: **\$1.50** (\$0.75 for each additional reservation in month after each month's cumulative charge exceeds \$50)
- Per Non-Guaranteed Reservation: **\$0.75** (\$0.38 for each additional reservation in month after each month's cumulative charge exceeds \$50)

Note: The 2-year prepayment plan offers a 33% savings over the Month-to-Month plan for a typical hotel exceeding each month's minimums with average of 50% Guaranteed & 50% Non-Guaranteed reservations. For average of 10 reservations / month in first year, 20 / month in second year, and 40 / month in third year.  
**Total savings for the 3-year period would be \$630 as compared to the month-to-month plan.**

The 3-year prepayment plan offers an ADDITIONAL 25% savings over the 2-year plan for the same typical example described above (10 reservations / mo. in first year, 20 / mo. in second year, and 40 / mo. in third year).  
**Total additional savings: \$315 as compared to the 2-year plan, and \$945 compared to month-to-month plan.**

If at later date you wish to change plans: From month-to-month plan, you can change to a prepayment plan any time after 3 months. From 2-year plan, you can upgrade to the 3-year plan any time after the end of your 2-year plan. In both cases, you will be required to make the full prepayment required at beginning of the new plan. At the end of either pre-payment plan, your commitment is on a month-to-month basis indefinitely **at the rates of that plan.**

**Before committing to a plan, be sure you meet the minimum system requirements:**

A PC computer (Pentium 300MHz or higher running Windows 2000, XP, or Vista), or a Macintosh computer (G3, G4, G5, or Intel running Mac OS X 10.2.8, 10.3.2 or later including all version of 10.4 and 10.5), with an internet connection (DSL, Cable, or dial-up modem) and an e-mail client program (e.g. Outlook Express, Eudora, Apple Mail) to receive e-mail notifications and send your Reservation Confirmations to client. Additionally, you will need the Safari browser installed on your computer (available as free download for PC's and Mac's) in order to log in to the Web Mail account we create for you where you will retrieve your reservations. Only Safari will be permitted to enter our Web Mail server.

**Enter your choice of Plan\*:**

Month-to-Month Plan  2-year Pre-Payment Plan  3-year Pre-Payment Plan

You chose the <<CC\_PlanChosen>> and will be charged the amount shown above upon approval of your application (2-yr & 3-yr prepayment plans only).

**Congratulations! You are now finished with the Application Form**

**Next and last, you will return this database to us via e-Mail.**

Click the button below to go to page with instructions on *How to Return This Application Form to Us*. This How To.. page also reminds you about the need to mail your supporting documents.

**6.How to Return This Application Form to Us**



## Application Form - SecureServices.cc Online Reservation System

### 6. How to send your completed application to us

#### General information about your Runtime Solution folder

Your Runtime Solution Application Form is a FileMaker Pro standalone database application. It needs no software installed on your computer to run because all of the needed FileMaker Pro software is included -- this is why the entire folder is approx. 20-25 Mb, zipped to 10 Mb. However, the actual database for your Application Form is quite small -- about 1.5Mb.

This actual database is what you will be returning to us as an attachment to an e-mail. It is password protected so ONLY you and SecureServices.cc can open it. Hence, it is quite safe to return via standard e-mail. (DO NOT include any passwords in the e-mail you send!)

#### How to Send your completed Application Form to us

First, because you MUST CLOSE THIS DATABASE BEFORE SENDING, print these instructions before continuing. Click the **Print this Instructions Page Now** button now.

Print this Instructions Page Now

Here's how to return your Application Form to us:

- 1) **Close this database now.** (you'll need to follow instructions on printed page) - this is important since the password protection is activated when file is closed.
- 2) **Open the Runtime Solution folder** that you downloaded for this Application Form.
- 3) **Only one file's name begins with "bbb\_".** This is the file you will send to us as a file attachment. in e-mail to us described in step 4) below. DO NOT send the entire folder!
- 4) **Write an e-mail to "applications@secureservices.cc".** In subject line, enter your hotel's name, and **attach the file from Runtime Folder that begins with "bbb\_".**
- 5) **Send the e-mail.**

That's it. We'll send you a confirming reply letting you know that we've successfully received your Application Form's database. Note: If you are using an e-Mail client like Outlook Express, Eudora, or Apple Mail, you can click the Send Mail button below to auto generate the e-Mail to us, then attach file, and send.

**Lastly as a reminder, MAIL (postal) to us your supporting documents so we can complete the approval process:**

**The original of your most recent Merchant Account statement.**

(Advise if you want us to return this original to you.)

**Mail to: SecureServices.cc, P.O.Box 3994, Modesto CA 95352-3994**

Send Mail to applications@secureservices.cc

**Be sure to attach your database (the file beginning with "bbb\_") to e-mail letter before clicking the Send button.**

Note: This instruction page about how to return the Application Form APPLIES ONLY TO THE DATABASE VERSION THAT WILL BE SENT TO YOU ONCE YOU MAKE A \$25 DEPOSIT TO START THE APPLICATION PROCESS.

We will not accept printed pages of this PDF file as an application.

THIS PDF FILE IS MERELY A WORKSHEET TO PERMIT YOU TO COLLECT NEEDED DATA FOR THE ACTUAL DATABASE APPLICATION FORM.

0.Intro

1.Start Here

2. Applctn. Form

3. Text Inputs

4. Rates, Prefs

5.Credit Card

6.How to Return