

IMPORTANT: Please reproduce this letter on your agency letterhead

Date _____

Premier Gateway
320 S.W. Stark Street, Suite 315
Portland, OR 97204

Re: Credit Card Charges

This letter confirms that many of our clients pay for airline tickets and other miscellaneous amenities by credit card and these credit card charges are forwarded to Premier Gateway for collection.

In consideration of Premier Gateway accepting credit card charges for collection and issuing appropriate travel documentation, I (we) agree that this Agency shall be liable for all of said charges placed on the credit card in the event that such charge amounts are declined or for which charges are paid and subsequently charged back for whatever reason, including the unauthorized or fraudulent use of the credit card. Reimbursement will be made within ten (10) days from your initial notification to us of such declined charges or chargebacks.

We also confirm that we are responsible to keep a client profile for each customer that uses "signature on file." It is our responsibility to keep a signed document on file that authorizes this Agency (and Premier Gateway) to charge their card without a signed UCC for each transaction. This document will also identify by name, each person who has permission to use this card, as well as the billing address and phone number of the cardholder. We will also inform our clientele that these charges may appear on their credit card statement with "Premier Gateway Travel" or a specific airline as the merchant.

These arrangements shall be enforced and construed in accordance with the laws of the State of Oregon and should any suits commence, we agree to jurisdiction in Multnomah County, Oregon. Should any litigation be necessary for collection of any money due it under this arrangement, Premier Gateway is entitled to recover a reasonable sum for its costs and attorney's fees, including matters at trial, on appeal or in any bankruptcy proceeding, including avoidance action brought under Chapter 5 of title 11 USC. We understand a finance charge of 1.5% per month equal to an annual rate of 18% will be charged on all accounts past due.

This letter of agreement shall remain in effect until revoked in writing.

Very truly yours,

Signature (Owner or Corporate Officer)

Title

Agency ARC/IATA Number _____