

Consolidated Travel Payment Procedures



Once your credit account is set up with us:

- You will be emailed a statement of your account every **Monday** for all tickets issued in the previous week.
- Your statement is due and payable every **Thursday** with **no exceptions**.
- If your statement is not paid in full by the due date, your credit with Consolidated Travel Pty Ltd may be reviewed and/or suspended until full payment is made.
- You may receive a courtesy call on Thursday if payment is not received by **11am**.
- All users will receive notification of the credit balance when you reach 80% of your credit limit. If your Agency exceeds the credit limit the account will be automatically restricted from issuing tickets as cash.
- Real Time Credit Balances can be viewed by your Agency Administrator at any time using the admin tab via Quiktravel.
- The following methods of payment are available for your convenience:
 - **Direct Debit:** If you have completed the Direct Debit Authorisation form, your payment will be automatically deducted from your bank on Thursday. Any discrepancies with your statement must be amended with our Credit Control staff by Wednesday afternoon.
 - **Direct Deposit or Internet Transfer:** You are able to deposit funds directly into our bank account by visiting an ANZ Bank branch or online through your bank's system.

Bank account details are:

ANZ Bank
Account Name: Consolidated Travel
BSB Number: 013-160
Account Number: 832 969 789

Please remember to include your **Consolidated Travel account number**, which can be located at the top left-hand side of your statement, as a reference.

When you have made a deposit, please email or fax your Deposit number or receipt with your agency name and account number so that we can confirm payment.

- **Cheque:** You can send a cheque via mail but must ensure that it reaches our office by **Thursday morning**.
- **In Person:** You can make a payment with **cash** or **cheque** directly with our Credit Control staff located at our offices below.

Please Note: Consolidated Travel will NOT accept any other form of payment.



Should your office have any queries regarding your statement such as a discrepancy or you require clarification on an invoice, please do not hesitate to contact us.

*Consolidated Travel will endeavour to assist you in any way possible
and are committed to an ongoing mutually rewarding relationship with your agency.*

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