

## New FareHarbor Affiliate Request

Pacific Historic Parks primarily uses FareHarbor as our reservations booking system to provide exceptional customers service for our partners and affiliates. The system reduces errors from retyping reservation information, reduces time to book and confirm, eliminates hassle, and reduces anxiety of waiting for a call or email back to confirm reservations. The following information is required to add your company as a FareHarbor Affiliate. After your request is submitted, keep an eye out for a response from FareHarbor. They'll reach out to you once your request is completed or if we have any questions.

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Date: \_\_\_\_\_

Affiliate Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Company Address: \_\_\_\_\_

**Will you as the Affiliate be make bookings directly into FareHarbor?** (Check all that apply)

- ☐ Yes, the Affiliate would like to integrate a 'Book Now' button onto my website (Referral Option Only)
- ☐ Yes, the Affiliate would like to book on Pacific Historic Parks' website by entering a reseller code (Referral Option Only)
- ☐ Yes, the Affiliate will resell Pacific Historic Parks' tours using a QR code
- ☐ **Yes, the Affiliate would like to book directly through a FareHarbor affiliate portal (Billing or Referral Option)**
- ☐ I would like more information before proceeding
- ☐ None of the Above
- ☐ No, the Affiliate will submit bookings separately

**Billing:**

*Affiliate collects and processes full payment outside of FareHarbor and Pacific Historic Parks bills you for your net rate*

**Referral:**

*Affiliate will process full payment through FareHarbor and Pacific Historic Parks will pay you your commission*

**Who is collecting payment?**

- ☐ **Referral:** The Affiliate will process full payment through FareHarbor and Pacific Historic Parks will pay you your commission at a later date
- ☐ **Billing:** The Affiliate collects and processes full payment outside of FareHarbor and Pacific Historic Parks will bill you for your net rate at a later date
- ☐ **Referral Deposit:** The Affiliate collects their commission outside of FareHarbor, leaving an amount due, which Pacific Historic Parks then collects from the customer at the time of the tour (no invoicing is needed)
- ☐ **Billing Card:** The Affiliate collects and processes full payment outside of FareHarbor and creates the reservation in FareHarbor by charging their company card at net rates (no invoicing is needed)
- ☐ Other (please specify)

**Default Payment Option**

- ☐ Affiliate Taking Payment
- ☐ Charge Company Card
- ☐ Charging Card
- ☐ Saving Card
- ☐ Deposit Payment
- ☐ Do Not Add Payment

**Will you have Pacific Historic Parks' Tour Products listed online?**

YES / NO

**Would you like prices shown in booking confirmations?**

YES / NO

**Do you require a voucher number\* on bookings?**

YES / NO

*\*Affiliates can generate their own voucher to give to customers when reselling an activity, which can then be exchanged by the customer at the time of the activity. In an affiliate booking the voucher number field will typically reflect the confirmation or reference number that the affiliate business produces for bookings.*

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**Please send this completed form to Assistant Marketing and Sales Manager,  
Malia Aiello at [maiello@pacifichistoricparks.org](mailto:maiello@pacifichistoricparks.org).**

**Please feel free to reach out with any questions or inquiries at any time.**