



Air by Pleasant

Booking Guide

Reservations	800-877-8111
Fax Number	619-521-2764
Hours	Mon-Fri 7:00a- 5:30p PST
Email	airquote@pleasant.net
Website	www.AirbyPleasant.com
Address	4025 Camino Del Rio South Ste 210 San Diego, CA 92108
Quotes	Bulk fares are quoted as NET rates. Published fares are quoted including commission.
Payment	VI, MC, DS, AX Security code required on all transactions. A signed CC authorization form is required for 3rd party payments. Agency checks and wire transfers also accepted.
Handling Fees	\$10.00 standard handling fee applies on all bookings. \$25.00 special handling, includes overnight shipping. \$35.00 special handling, includes Saturday delivery.
Ticketing	Tickets are issued within three business days of receiving valid payment.
Last Minute	A \$50 per ticket rush fee will be applied to all bookings confirmed within 3 business days of travel.
Changes & Cancellation	A \$75 per ticket service fee will apply in addition to applicable airline penalties.

www.AirbyPleasant.com

Create an Account

- 1.) Visit www.AirbyPleasant.com and click *New Users: Register Here.*
- 2.) Complete the form with your agency details.
- 3.) Air by Pleasant will review your application within one business day. You will be notified via e-mail upon approval.

Create a Booking

- 1.) Visit www.AirbyPleasant.com, enter your login and password and click **Enter**.
- 2.) Enter your dates, city pairs, and number of passengers. Click **Search Now**.
- 3.) Click **Select** next to your fare and airline of choice.
- 4.) Select the most appropriate flight schedule for your clients. Scroll to the bottom of the page and click **Continue**.
- 5.) Review selected flight itinerary and fare details. Select appropriate handling fee. Add your agency mark-up. Review the penalties of the fare. Carefully enter the passenger's name, as it appears on the passport. Select PNR processing method (3 day courtesy hold or instant payment). Click **Continue**.
- 6.) Enter frequent flyer numbers, seat requests or special dietary requirements. Reconfirm flight itinerary and penalties. Click **Purchase** to complete the booking.

Applying CC Payment to a Website Booking

- 1.) After logging in, click on the **Instamange** tab. Click **New** to select the booking you'd like to apply payment to.
- 2.) Under Payment Method, click **Hold**. Scroll down and click **Hold to Credit Card**.
- 3.) Enter the passenger's CC details. Review and or adjust your agency mark-up. Click **Submit**.

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A Pleasant Holidays Company