



When a Guest Makes a Booking on Your Website and Chooses to Pay Initial Payment By *Check or Bank Wire Transfer*



✓ Guest Books on Your Website

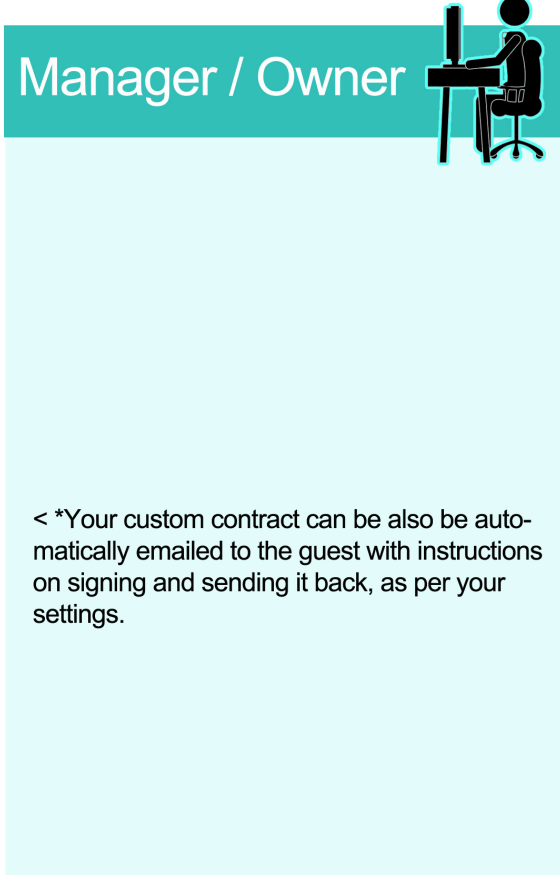
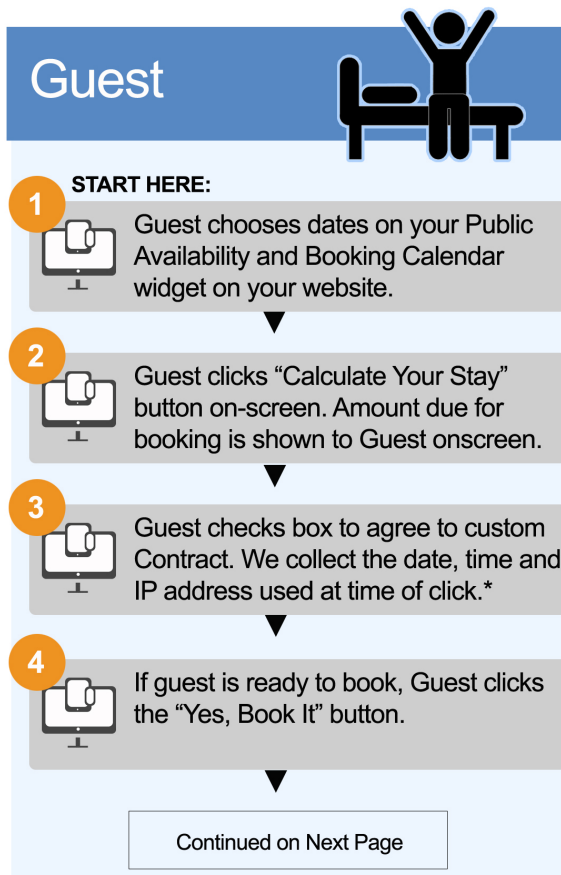
✓ **GUEST-CENTRIC** Mode

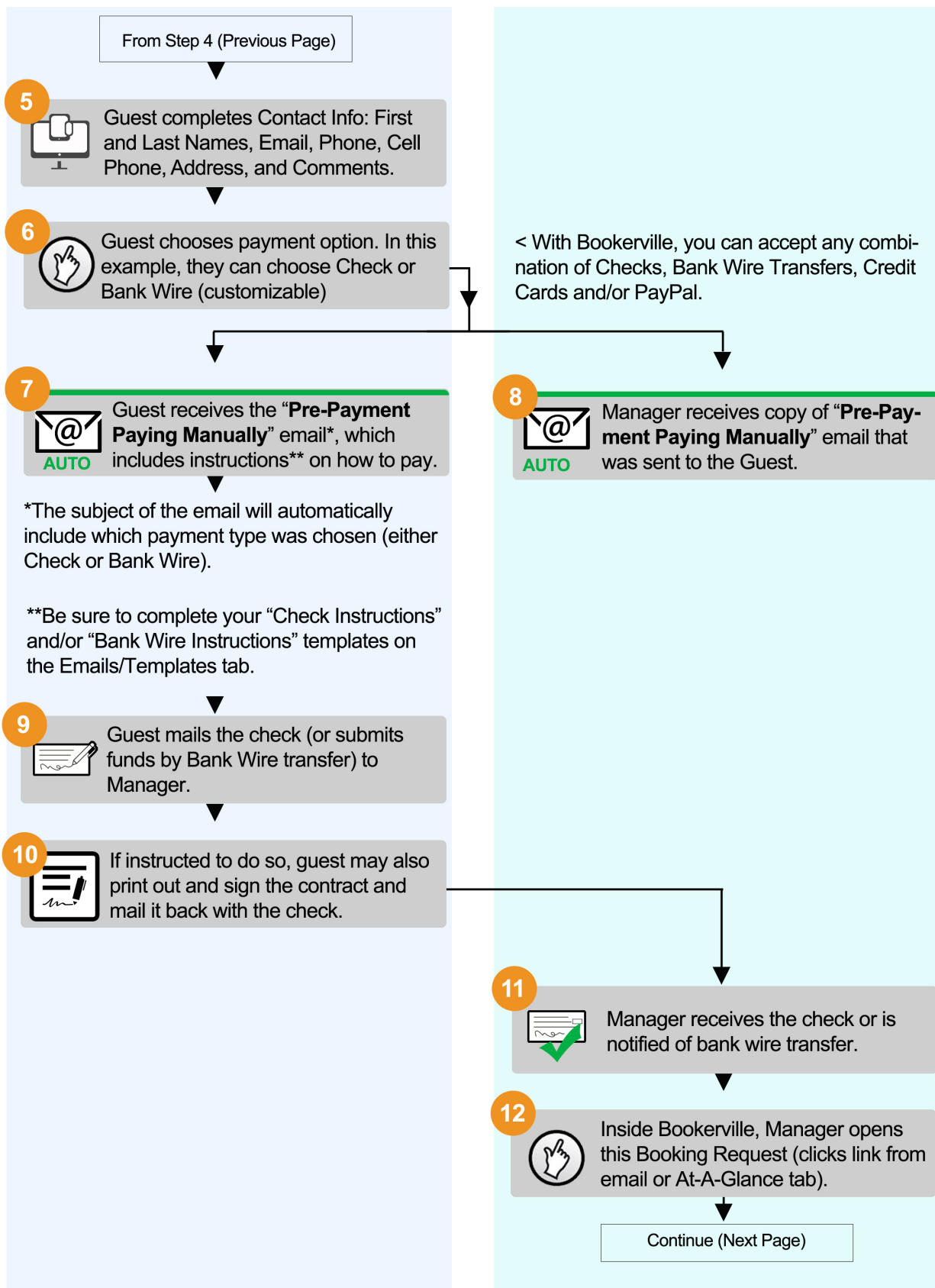
✓ Paying by **Check or Bank Wire**

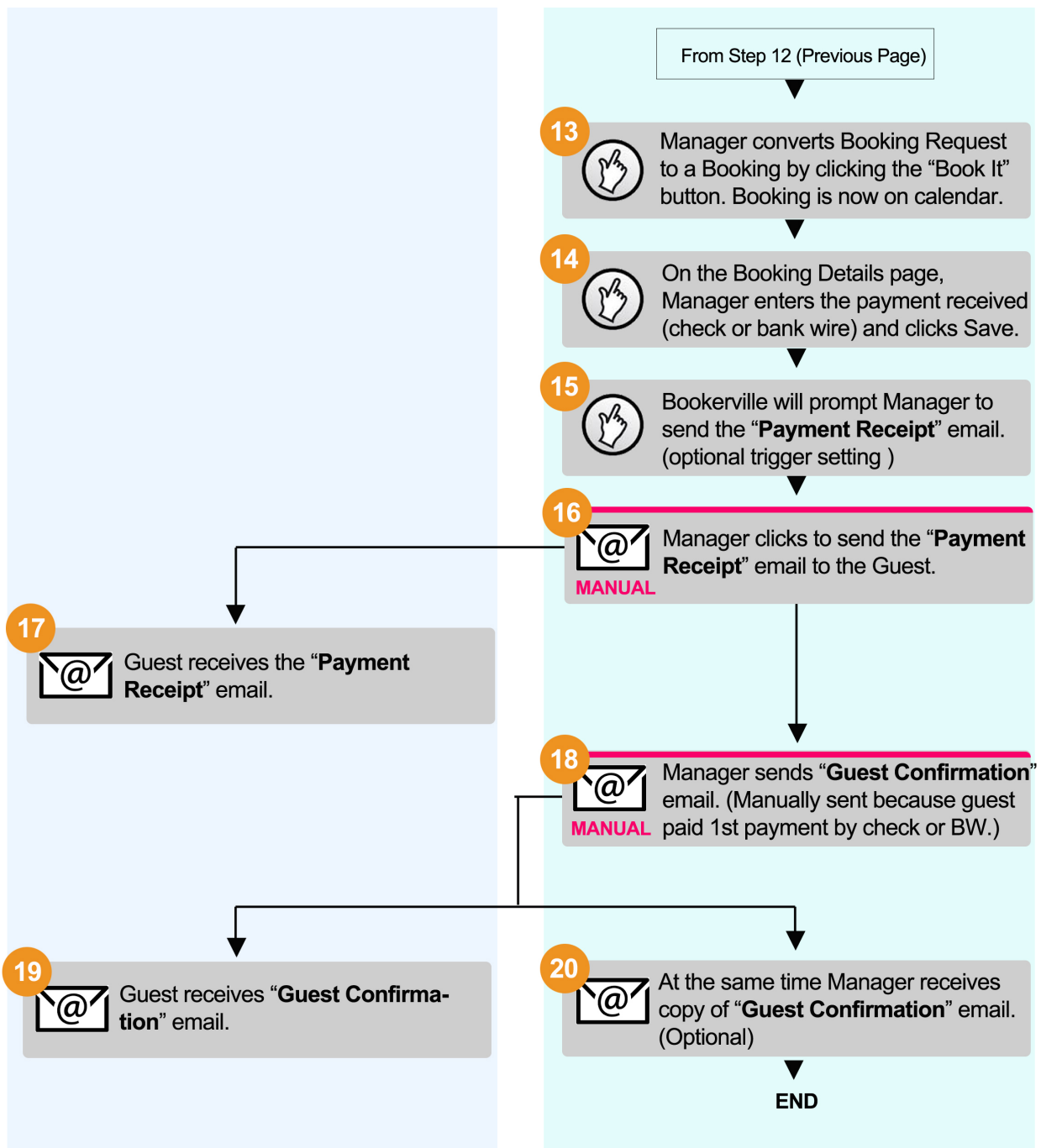
This workflow shows the interaction between a Guest and a Manager when a guest makes a Booking from your website and they choose to pay the first payment by Check or Bank Wire Transfer. For either one of these types of payments, there are additional manual tasks you must do. When your Bookerville public booking calendar is set to run in GUEST-CENTRIC mode but the guest chooses to pay in a manual way like with a check or bank wire, the Booking converts to a Booking Request. A Booking Request does not appear on the calendar until the Manager confirms that the first payment was received.

Email Templates Sent to Guest and Manager During this Workflow

TO GUEST:	TO MANAGER:	HOW SENT:	CUSTOMIZABLE?
1. Pre-Payment Paying Manually	1. Copy of Pre-Payment Paying Manually	Automatic	Yes (Guest part only)
2. Payment Receipt	2. Copy of Payment Receipt	Manual	Yes
3. Guest Confirmation	3. Copy of Guest Confirmation	Manual	Yes







At this point, the guest has confirmed the booking, agreed to the contract and paid the initial payment by check or bank wire transfer. The Booking appears on the calendar. The Payment Received was recorded in Bookerville by the manager after receipt. Subsequent emails to guests for additional payments, arrival instructions, etc. can be sent automatically.