



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

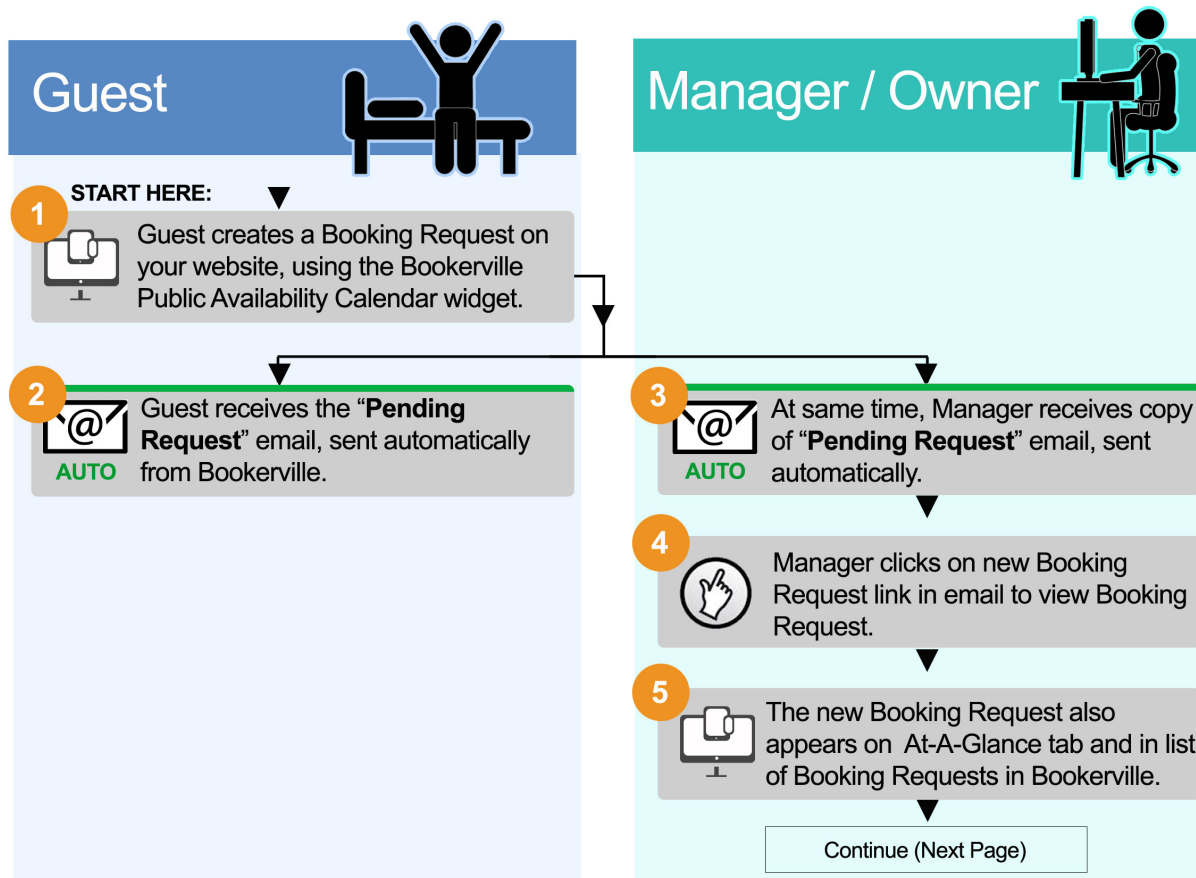


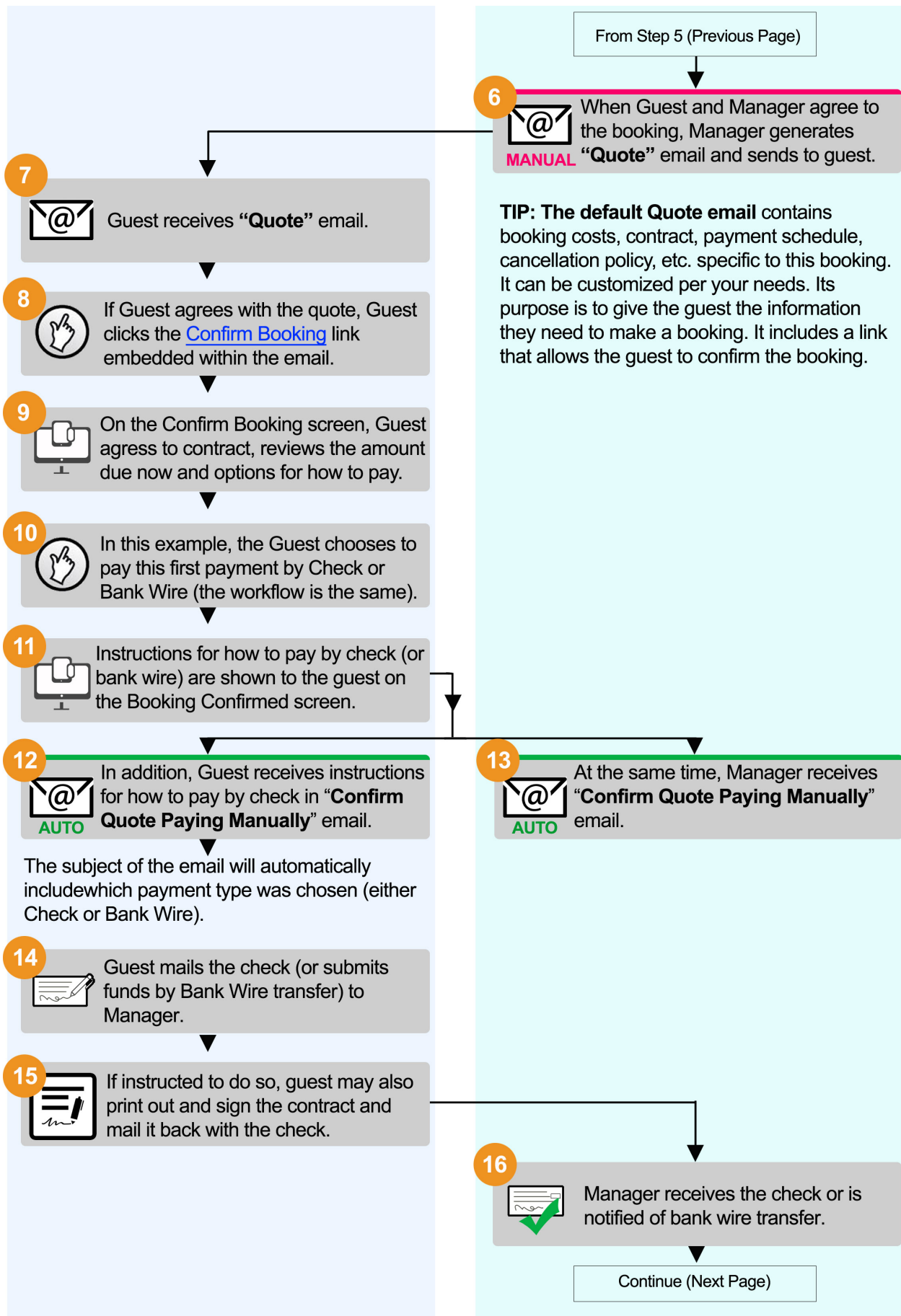
✓ Booking Request on Your Website ✓ Manager-Centric Mode ✓ Paying by **Check or Bank Wire**

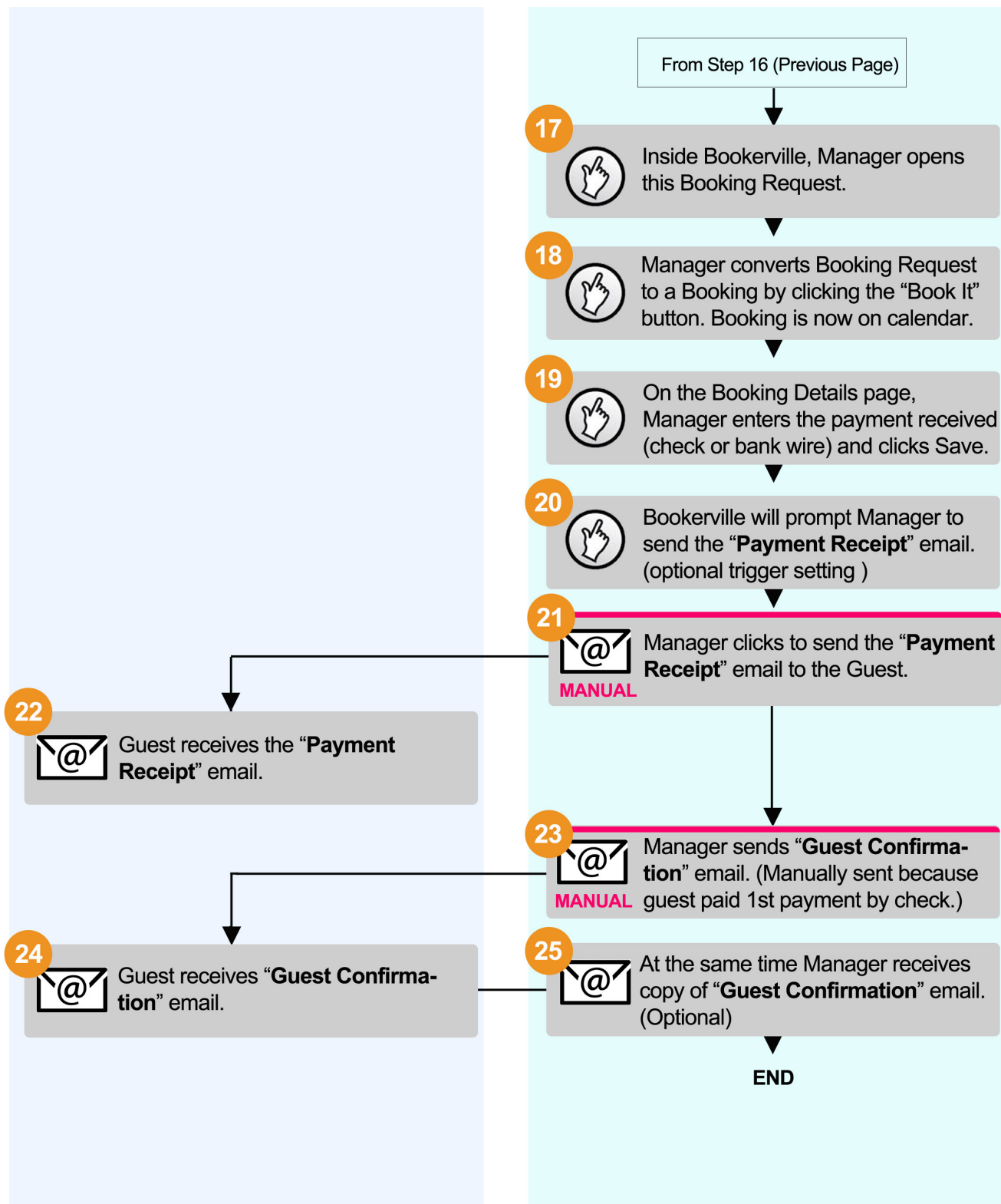
This workflow shows the interaction between a Guest and a Manager when a guest makes a Booking Request from your website and they choose to pay the first payment by Check or Bank Wire Transfer. For either one of these types of payments, there are additional manual tasks you must do. When your Bookerville public booking calendar is set to run in manager-centric mode, the guest can make a Booking Request (as opposed to a Booking). A Booking Request does not appear on the calendar until the Manager sends the Quote email, and the Guest confirms the quote and makes the first payment.

Email Templates Sent to Guest and Manager During this Workflow

TO GUEST:	TO MANAGER:	HOW SENT:	CUSTOMIZABLE?
1. Pending Request	1. Copy of Pending Request	Automatic	Yes (Guest part only)
2. Quote	2. Copy of Quote	Manual	Yes
3. Confirm Quote Paying Manually	3. Confirm Quote Paying Manually	Automatic	Yes (Guest part only)
4. Payment Receipt	4. Payment Receipt	Manual	Yes
5. Guest Confirmation	5. 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 property manager recorded the check or bank wire deposit, the Booking Request is now a Booking and appears on the calendar. Subsequent emails to guests for additional payments, arrival instructions, etc. can be sent automatically using the Automatic Scheduled Emails (ASE) feature.