



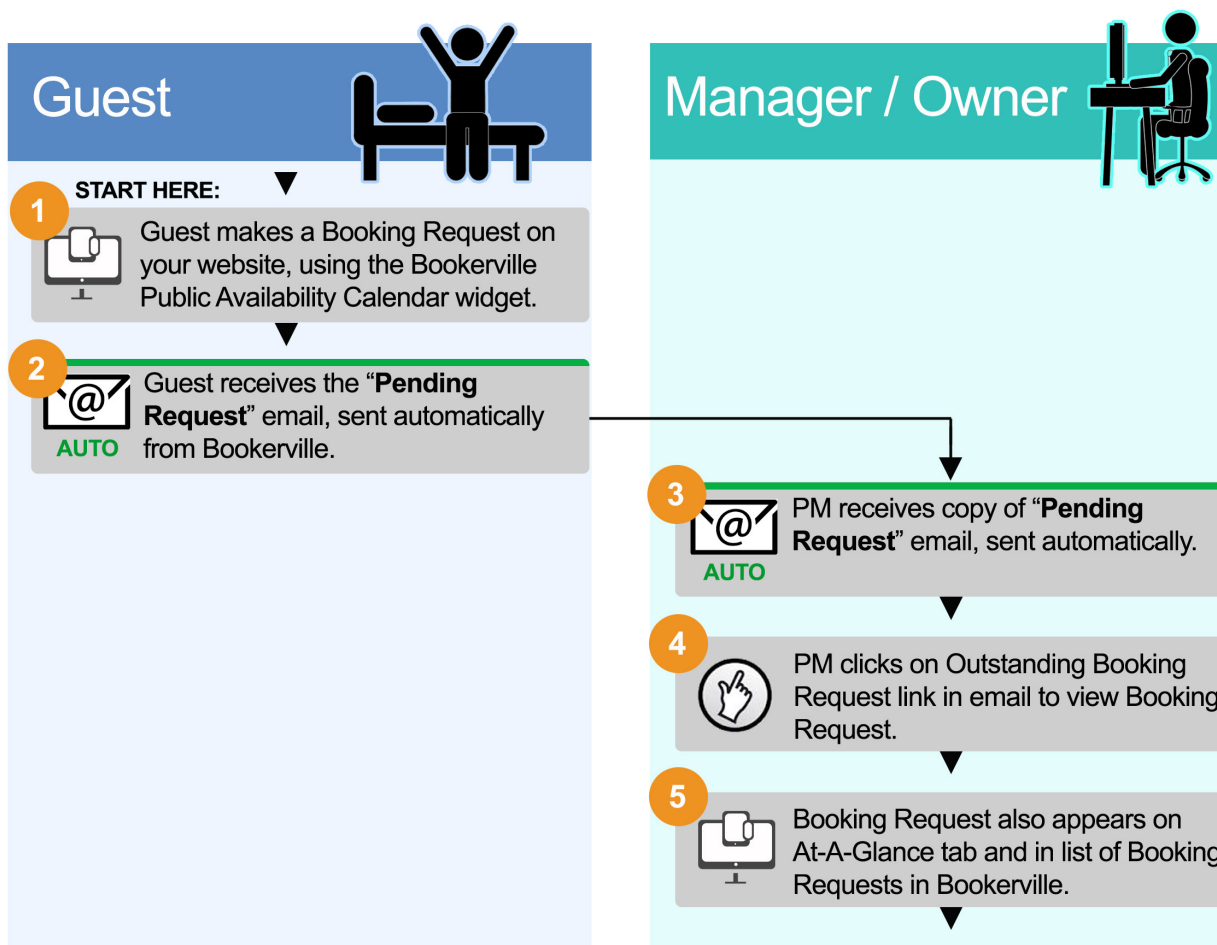
When a Guest Makes a Booking Request on Your Website and Chooses to Pay Initial Payment By PayPal or Credit Card

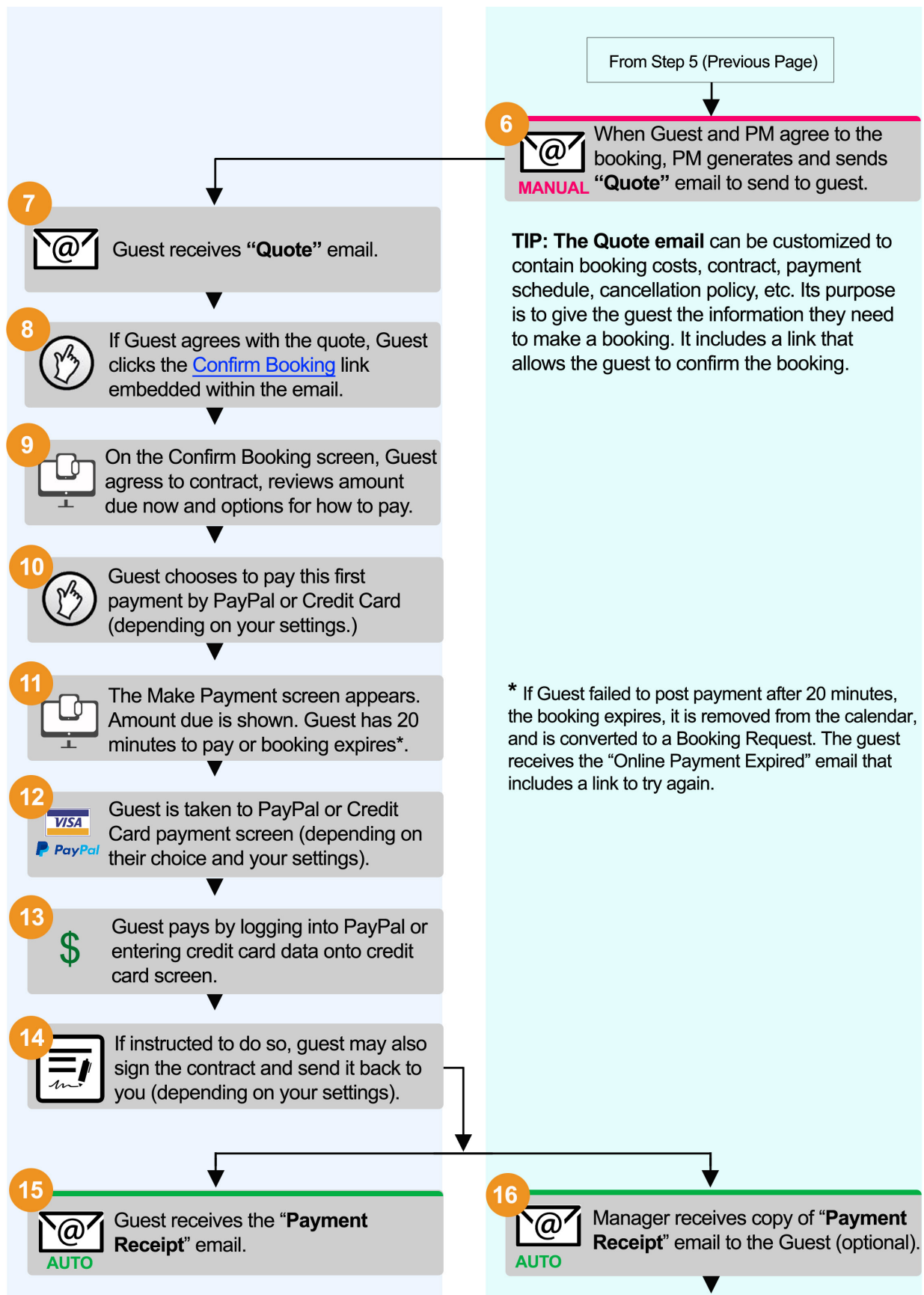


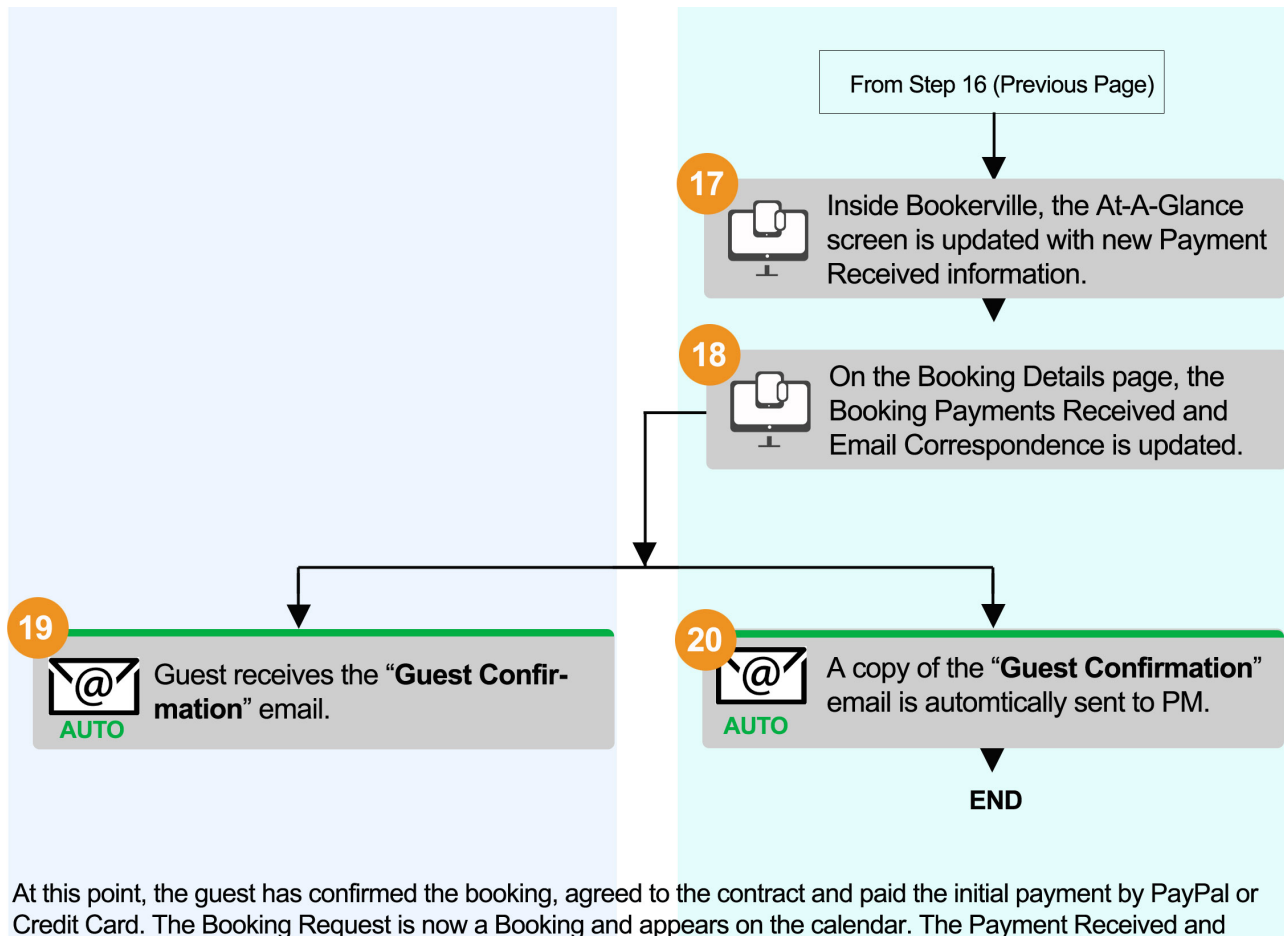
✓ Booking Request on Your Website ✓ Manager-Centric Mode ✓ Paying by **PayPal** or **Credit Card**

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 PayPal or Credit Card. When your Bookerville public booking calendar is set to run in manager-centric mode, the guest can make a Booking Request (not an actual 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. Pending Request (with Link)	Automatic	Yes (Guest part only)
2. Quote	2. Copy of Quote	Manual	Yes
3. Payment Receipt	3. Copy of Payment Receipt	Automatic	Yes
(or Booking Not Complete, if not paid)	(or Booking Not Completed)	Automatic	No
4. Guest Confirmation	4. Guest Confirmation	Automatic	Yes







At this point, the guest has confirmed the booking, agreed to the contract and paid the initial payment by PayPal or Credit Card. The Booking Request is now a Booking and appears on the calendar. The Payment Received and Payment Receipt email are recorded in Bookerville automatically. Subsequent emails to guests for additional payments, arrival instructions, etc. can be sent automatically.