

WestJet Vacations Invoices

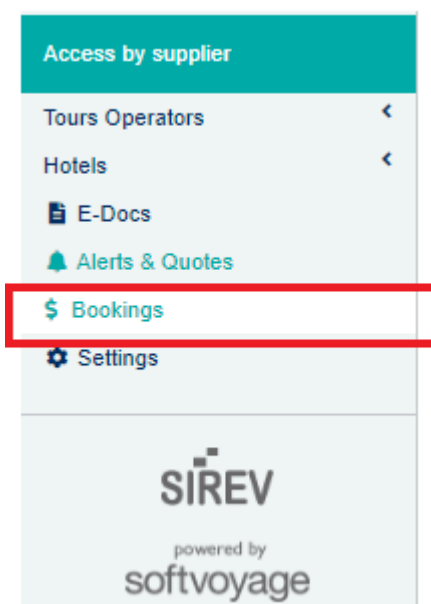
Updated June 15, 2022

Accessing and printing an invoice in SIREV's Trip Book with or without commission.

Trip Book in Sirev allows you to easily access and print your client's reservation and package details. By opting to print in Trip Book, you can get a more generic invoice without the WestJet Vacations branding, that you can send to your clients.

Below are detailed instructions on how to access and print the booking details with or without commission.

- Select the "\$ Bookings" button



- Enter your booking number and select the hyper-linked **booking number**

Bookings

Search by booking number :

Search by combination of criteria :

Booking Date (from) :

Booking Date (to) :

Supplier :

Number of bookings per page :

Did you know?
Reservations made using the personalized brochure are highlighted.


1 bookings

#	Code ag.	Alias	Agent	Date	Supplier	Booking number	TripBook sent to client
1	WEB	WEB		2022-06-07 14:06:35	WestJet Vacations	2986381	

- When the **My Bookings** page appears, select **“View This Booking”** button


My Bookings

Booking Number : 2986381 - WestJet Vacations



Canto Del Sol Plaza Vallarta
Puerto Vallarta, Jalisco, Mexico

Vacation package departing from Calgary to Puerto Vallarta
Departure on August 06, 2022, return on August 13, 2022



View This Booking

Booked on June 07, 2022

E-docs
Cancel booking
Add a payment

- When the reservation details display, select the arrow

on the **“Print”** button to see the options for printing the invoice

My Bookings / Booking Number : 2986381

Send this TripBook to your customer
Add a payment E-docs
Cancel booking

My Booking Description Travel guide Monarc.ca

My Booking Print -

Booking Number :	2986381	Also included:
Booking status :	Confirmed	• TRANSFER TIMON TOURS SHARED TRANSFERS RETURN TRANSFERS CANTO DEL SOL PLAZA VALLARTA
Supplier :	WestJet Vacations	
Agent name :	CARRIE	
Phone :	403-444-2498	
Booking date :	Tuesday, June 07, 2022	
Departure date :	Saturday, August 06, 2022	
Return date :	Saturday, August 13, 2022	
Total :	\$2874.88	
Selling price :	\$2874.88	
Total paid :	\$0.00	
Final pay date :	Tuesday, July 12, 2022	
Minimum deposit :	\$500.00	

- Two printing options will appear. **“Print all”** will have the invoice with the commission included, or you can select **“Print without commission”**

