



Dear Sirs,

Here you will find the information needed to collaborate with us.

**Registration Procedure:**

Please download the registration form, complete it and send it back to us. After we validate your data you will receive an email with:

- ~ A unique number which will be our “Collaboration Code” (aka “CC”).
- ~ A simple contract form with our “Net Collaboration Rates” and “Net Package Rates”
- ~ A “Credit Card Form”. You will fax this form to us with your credit card details and signature for our payment in each reservation. More details will be sent within the form.
- ~ Our Bank account details. If you do not have or use a Credit Card then our payment should be via bank transfer. More details will be sent within the form.

**Reservation Procedure:**

- ~ For FIT - Room Only reservations you can check availability through our online system and send the reservation through fax to 0030 2810 250000 or via email to [reservations@castellohotels.com](mailto:reservations@castellohotels.com)
- ~ For FIT – Package reservations or Groups please contact us for availability and rates.

After we will receive a reservation we will reply back within the day (except the weekends).

**Notes:**

- ~ When you receive the Collaboration Code then you have to use it in all our further communication.
- ~ Net Collaboration Rates are the normal rates for Room Only Reservations. The Net Package Rates are the collaboration rates for our “Vacation Packages”.
- ~ Communication Language: English Only

Please feel free to contact us for further information.

Best Regards,

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