



# Cancellation Request Form

Please sign and date in writing, scan or take a digital picture and email the completed form to [sales@dcglobaltravel.com](mailto:sales@dcglobaltravel.com);

I, \_\_\_\_\_ have authorized DC Global Travel Inc. (Merchant) to cancel my order.

Invoice Number: \_\_\_\_\_

Name of Booking Traveler: \_\_\_\_\_

Contact Phone Number and Email Address: \_\_\_\_\_

Original Payment Method (Please Check Only One):

Cash     Check     Visa     MasterCard

Apple Pay     CashApp     PayPal     Wire Transfer

Last Four Digits of Credit Card (if Applicable): \_\_\_\_\_ Original Transaction Amount: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Tour Name and Departure Date: \_\_\_\_\_

Guest Name(s): \_\_\_\_\_

Brief Explanation of Reasons for Cancellation Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***I have read Cancellation and Refund Policy at [www.dcglobaltravel.com](http://www.dcglobaltravel.com). I agree that I have read and have agreed to all its content before making cancellation request.***

X \_\_\_\_\_

Signature

Date of Cancellation Request

Printed Name