

BOOKING FORM HELP FILES ©



You need adobe reader installed to access the booking forms

You can download a free copy of Adobe Reader here

<http://get.adobe.com/uk/reader/>

Download the forms and open with Adobe Reader



There are 2 booking forms in Adobe PDF format

Booking Cycle Hire – Cycle Hire only

Booking Services - Baggage Transfer, Car Transfer & Minibus Service



This is an XML file.

When you have completed your booking form you need to click the Save XML to File button this will open a window which will allow you to choose your email type **DESKTOP EMAIL** or **INTERNET EMAIL** if you are using any of the **INTERNET EMAIL** accounts follow all the 5 steps below save the Adobe document as an XML data file on your desktop.

IF YOU HAVE OUTLOOK EXPRESS OR OFFICE OUTLOOK AS YOUR EMAIL ACCOUNT FOLLOW STEPS 1 & 2
FOLLOW ALL OF THE INSTRUCTIONS BELOW IF YOU HAVE GOOGLE, YAHOO, OR MSN.

DESKTOP EMAIL

INTERNET EMAIL



1 CHOOSE DESKTOP EMAIL

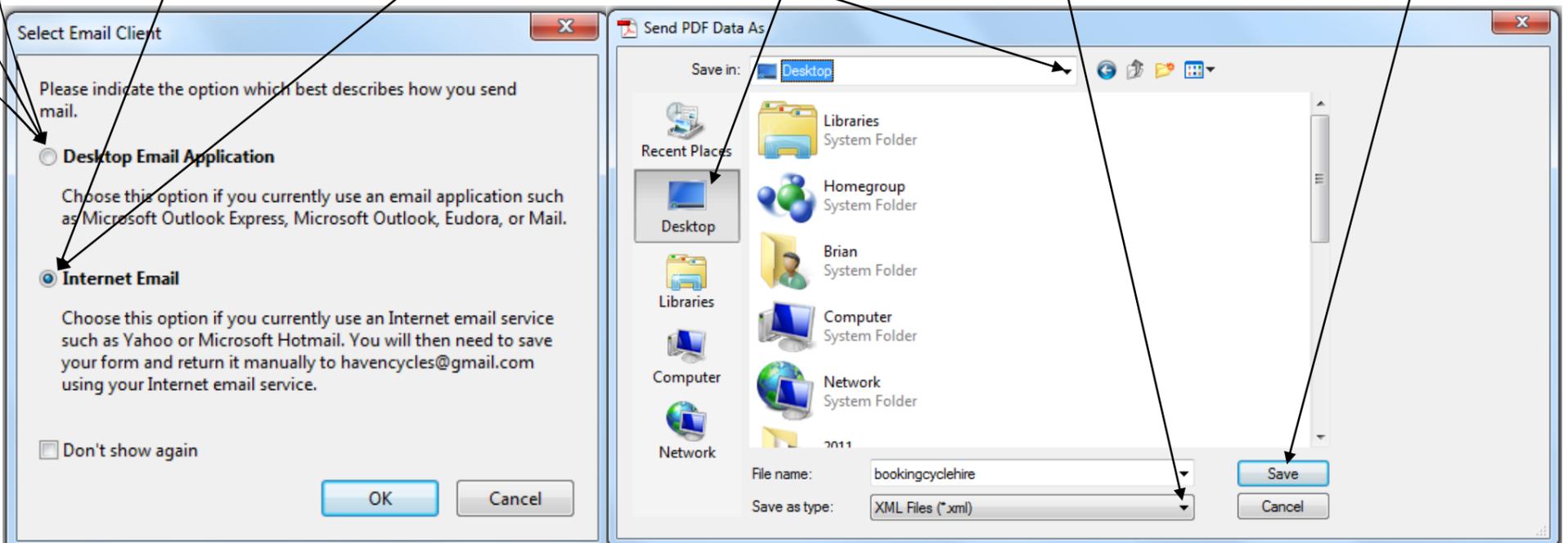
1 CHOOSE INTERNET MAIL

2 CLICK THE OK BUTTON

3 CHOOSE YOUR DESKTOP

4 SAVE AS TYPE: XML

5 CLICK ON THE SAVE BUTTON



NOW OPEN YOUR EMAIL ACCOUNT AND CREATE A MESSAGE, ATTACH THE XML FILE LEFT ON YOUR DESKTOP AND SEND IT TO havencycles@ymail.com OUTLOOK USERS JUST FOLLOW STEPS 1 & 2 THEN SEND YOUR EMAIL