

## **IATA ONLINE TRAVEL SETTLEMENT AGREEMENT (ITSS) “The New Easy way for Ticket Purchases and Settlements”**

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**Agreement between SkyLink Travel Inc. of 1027 Yonge Street, Toronto, Ont. M4W 2K9,  
And**

Name of Agency: \_\_\_\_\_ (SkyLink's DK# \_\_\_\_\_)

Address of agency: \_\_\_\_\_

Owner or President: \_\_\_\_\_

Telephone No.: (\_\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

IATA/TIDS #: \_\_\_\_\_ - \_\_\_\_\_ Provincial Registration #: \_\_\_\_\_

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### **(I) TERMS OF AGREEMENT:**

- Agency declares that it has a signed agreement with IATA for ITSS
- Both parties agree that once the agency is approved for ITSS by Skylink, and their account is in continuous good standing, Skylink Travel shall release and dispatch the following:
  - o Travel documents requested by any staff of the Agency to the Agency's address
  - o Travel documents requested by any staff of the Agency for office pick-up/exchange
  - o Travel documents requested by any staff of the Agency for electronic means e.g. E-Ticket
- Skylink Travel shall debit/credit the Agency's bank account via ITSS for the charges of any services rendered. E.g. Travel documents, void fees, Travel agency service fees, Cancellation penalties etc
- Agency agrees to take full responsibility for payment on all services rendered to them.
- Skylink Travel shall endeavor to send a fax copy of an invoice within the next working day.
- If there is a dispute on any item, Agency must contact Skylink Travel immediately through the ITSS system and Skylink Travel will investigate the disputed item.
- Agency is liable for all debits made via ITSS, hence the agency should diligently check its fax copies and the ITSS system for the transaction list and report any discrepancies immediately.
- All transactions not disputed within a week from when posted to the Agency account, will be considered closed. Skylink Travel will not address any disputes on closed items.
- The Agency authorizes Skylink Travel Inc. to conduct credit references on the agency

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### (II) ITSS SETTLEMENT PROCESS

The following is the settlement schedule \*

#### Daily settlement with agents

SkyLink ticket Issued on	MON	TUE	WED	THU	FRI/SAT
File will be transmitted to ITSS on	TUE	WED	THU	FRI	MON
SETTLEMENT DATE shall be	WED	THU	FRI	MON	TUE
ITSS shall debit Agency on	THU	FRI	MON	TUE	WED

**\*Settlement schedule is subject to change. Any changes shall be advised seven (7) days prior to effect.**

Agency President/Owner: \_\_\_\_\_  
Name
Signature
Date

SkyLink Manager: \_\_\_\_\_  
Name
Signature
Date

SkyLink Account Manager: \_\_\_\_\_  
Name
Signature
Date

**Special Remarks:**

Please Fax to 416-922-9518 Att: Account’s receivable supervisor

**For further Information:**

[www.iata.org/itss](http://www.iata.org/itss)

[www.skylinkcanada.com](http://www.skylinkcanada.com)

Or call Eastern Canada: 1 –800-267-5480 Ext 398 – Toronto: 416-922-7000 Ext 398

Western Canada: 1-866-397-8536 – Vancouver: 604-263-7202