1. Apply Heading 1 to the Main Heading (Villa Information).

2. Apply Heading 2 to the remaining headings.

3. Modify Heading 2 to be Green, Bold, and Size 14. Everything that is formatted using Heading 2 should be changed.

VILLA INFORMATION

Representatives

A Representative from this Company will be on hand at both your UK and resort airports to speed you on your way. Thereafter, you will only see a Representative if you request this - you will be given the local office number when you arrive. This is to enable you to enjoy your independence to the full, although, of course, it is refreshing to know that there will always be someone there you can call on for help or advice.

Maid Service

We have arranged Maid Service at our Villas. The maid will visit you on a regular basis and will do the basic housework, e.g. bed making, light cleaning and linen change. Please refer to the individual Villa descriptions for more details.

Free Grocery Pack

All our Villas will have a free Grocery Pack waiting for you when you arrive. This will contain enough of the basics to last until you have settled in. They may vary a little from resort to resort, but will normally include bread, butter, jam, eggs, cheese, tea, coffee, milk, sugar, soft drinks and water, matches and toilet paper.

Passports and Visas

A British Visitors Passport (valid for one year) is sufficient for most of our holidays and can be bought at any Post Office on production of two photographs plus an expired ten year Passport or two identifying documents, one of which must be an expired British Visitors Passport or your Birth Certificate. A full five year or ten year Passport is required for holidays to Cyprus, the USA and Mexico. Guests travelling from Cyprus to Egypt and from Spain to Morocco on any excursions must also have a full ten year Passport and children must have their own Passport.

Some countries require Passports to be valid for a certain period after leaving that country, and you are advised to check details with the Consulate of that country. If you hold a Commonwealth or other Passport, check with the Consulate of the country or countries you will be travelling to, whether you need a Visa. There are often long delays in obtaining Visas, be certain to apply in time. If you need to apply for a Passport, do so at least 12 weeks before departure.

Free Holiday Guide

To help you prepare for your holiday, around 11 weeks before you go away, we will send you our free Holiday Planner. It is full of useful information from essential details on health matters, to how to get to the airport and phone home from abroad, from where to park your car at the airport to how to get the best possible tan.

Taxi Transfers

When you arrive at the airport abroad, you will take delivery of the self-drive hire car, which is included in the cost of all our holidays. Directions to your Villa or apartment will be given to you. If you prefer to take a taxi transfer, both to and from your Villa, your self-drive car will be delivered to you the next day. If you require a taxi to be booked, you must tell your travel agent at the time of booking your holiday.