

Group Bookings Quick Reference Card

HR-Groups handles group bookings for 10 or more travelers. It takes over the time and effort of group bookings on almost all of Hahn Air's partner airlines as well as many other carriers worldwide. All tickets are automatically covered by an insolvency protection.

Check List

Before contacting HR-Groups have available:

- > Agency contact details
- > IATA or ARC or TCH number (if applicable)
- > Number of travelers (min. 10)
- > Flight dates and routing
- > Preferred airlines / flight numbers

Note:

- > If possible, check flight availability in advance.
If a competitive offer exists, let us know
- > However, you do not need to book any seats; HR-Groups will manage this on your behalf

Procedure

Steps to follow:

- > Provide all necessary information of the travelling group
- > Request group booking at least 3 weeks prior to departure
- > You will receive a reply within 2 working days
- > Each offer is non-binding and is governed by the terms and conditions of the respective operating airline
- > Offer and conditions become binding once the booking is confirmed
- > You will receive the booking confirmation and invoice within the next days; please note that the processing time depends on the operating carrier and may take up to several days

Note:

- > Written correspondence in English or German only
- > Use your respective Order ID for any further communication

HR-Groups / Saspo Direct GmbH is acting as agent between you and the respective airline and does not provide own tour operator or transportation services. HR-Groups / Saspo Direct GmbH terms and conditions apply. Please refer to those for details.

Contact

Send your request at least 3 weeks prior to departure:

- > Website: [group request form](#)
- > E-mail: hr-groups@saspo.com
- > Phone: +49-6103-98790

Office hours:

- > Monday – Thursday: 9 am – 6 pm (CET)
- > Friday: 9 am – 5 pm (CET)

Payment & Ticketing

The following forms of payment are accepted:

- > Bank transfer
- > Credit Cards (VI, CA, AX)
- > HR e-Payment
(more information on this form of payment under www.hahnair.com)

Note:

- > Tickets will be issued after final payment
- > IT tickets are available depending on the operating carrier