



YOUR SEAPLANE PROFESSIONALS

Notice to All Travel Agents

As of May 31st, 2008, Harbour Air will be withdrawing from the Billing Settlement Plan (BSP). Please ensure any manual documents are received by BSP Canada no later than May 28th, 2008. All sales, refund and/or exchange transactions, agency credit and debit memos submitted on behalf of Harbour Air Ltd. after that date will be returned by BSP to the agency for settlement directly with Harbour Air. Tickets issued before this date for travel in 2008 will be accepted, however new bookings through a Global Distribution System (GDS) will not be supported after May 31st, 2008. Our fares will continue to be published by [ATPCO](#) and our schedules by [OAG](#).

If you are holding a Harbour Air Ltd. plate (H3-458), please return it to:

Harbour Air Ltd.
Attn: Rachel Nelson
4760 Inglis Drive
Richmond, BC
V7B 1W4

Harbour Air is excited to announce that our Online Travel Agent Portal is complete! This powerful new web site will enable Agents to:

- Manage bookings on line 24/7/365
- Perform changes and cancellations and receive instant confirmations
- View real-time flight inventory/seat availability
- Attach tracking and PO numbers to passenger files
- Enable GST exemption
- Bill directly to passenger credit cards
- Receive commissions of 10% on the pre-tax ticket value for all scheduled flights.

Please note that if you have an existing log in on our regular web site, a new agency log in must be created to enable commission payment in our new Portal.

For more information or to sign up your agency, please contact Rachel Nelson, Accounting Manager at rnelson@harbourair.com

Thank you for your ongoing support.

