Detection & Prevention
Travel Fraud Checklist

ARCHER TRAVEL SERVICE INC.

- [ ] Know your clients. Get referrals of your clients from **people you know**.
- [ ] Have **You & Your client fill out** the Archer Travel Credit Card Authorization Form, get a **copy of their Driver's License** and a copy of front/back of their **Credit Card**.
- [ ] Ask for the **client's home address** and then look it up on Google Maps to see if it corresponds to what you have been told.
- [ ] Connect with your **clients via phone**. Ask the client to provide you with a telephone number and set up a time to do a **video call** (i.e. zoom, facetime, whatsapp, skype, fb messenger, ect..)
- [ ] Check out the client's **social media** such as Facebook, Twitter, and Instagram, LinkedIn to see if their profile looks suspicious.
- [ ] When in doubt about a potential fraudster, **contact your Upline or Archer Travel**, 818-248-1511

Important: Travel Agents must provide Archer Travel with proper documentation from the client and supplier to be covered. The Travel Agent must use an Archer Travel Supplier listed through the Travel Café website and client must have completely filled out the credit card authorization form. If you do not provide Archer Travel with proper documentation, the Travel Agent is fully responsible for any chargebacks.

★ If you have been a victim of Travel Fraud, Contact the Local Authorities in your area as soon as possible.

★ If you have any suspicious bookings or suspicious clients, Do Not Hesitate to get in touch with Archer Travel and we can help you determine whether it's a legitimate booking or not. As always, we appreciate your hard work, your energy, and your efforts.

Contact Archer Travel

818-248-1511 or 1-800-ARCHERS

evocustomercare@archertravel.com