

----- Schedule of Fees for Professional Services -----

Note: Many travel suppliers (hotel, rental car, resort, cruise line, tour operator, vacation package, etc.) pay a commission to the travel agency, thus there may not be any fees assessed to our client for the booking.

Airline / Rail / Car / Hotel

Domestic Air/Rail [per person, per reservation; \$90 maximum per family]	\$35.00*
International Air/Rail [per person, per reservation; \$125 maximum per family]	\$50.00*
* Each additional segment for multi-leg trips [base fee is for one-way or round-trip]	\$5.00
Changes [per each], Reissues, Cancellations, Refunds	\$50.00
Voids, Handwritten Tickets	\$50.00
Waivers	10% of savings, minimum \$50.00
Non-Commissionable Hotel [based upon total per night rate, \$35 minimum]	15%
Airline Discount Coupon/Voucher Redemption [per person]	\$50.00
Frequent Flyer Award or Other Free Tickets [per person]	\$50.00

Leisure / Vacation Travel

Professional Fee [per reservation]	\$50.00
Pre-Trip and Destination Consultation [1/2 hour minimum]	\$120.00/hr
Intend-to-Go Trip Planning Deposit -- N. America [non-refundable, applied to trip]	\$100.00+
Intend-to-Go Trip Planning Deposit -- International [non-refundable, applied to trip]	\$250.00+
Last Minute or Belated Peak-Season Research [non-refundable of Intend-to-Go]	\$ 50.00+
Domestic Non-Commissionable Hotel/B&B [per reservation, + \$10/add'l night]	\$ 35.00+
International Non-Commissionable Hotel/B&B [per reservation, + \$10/add'l night]	\$ 50.00+
Cruise, Tour or FIT Cancellation [\$pp after deposit; % of total trip cost after final payment]	\$100pp/15%
Group Cruise or Tour Cancellation [\$pp after deposit; % of total trip cost after final payment]	\$100pp/15%
Payment/Document Expediting	\$ 30.00
Reservations: Golf Tee Times, Dinner, Theater, etc. [per each]	\$ 20.00
Visa Processing [plus visa and visa service fees, and express charges]	\$ 60.00
International Telephone/Fax [per each]	\$ 5.00

Delivery Options

2 nd -day Courier Delivery [weekday delivery only]	\$15.00
Overnight Courier Delivery [weekday, \$30 for Saturday delivery]	\$25.00
International Courier [weekday, **may be higher to some countries]	\$35.00**

-- All Fees are Cumulative * Other Fees May Apply --

We do not accept personal checks for non-refundable travel purchases nor for travel requiring a payment within 2 weeks of booking. \$35.00 fee for returned checks.

- All fees effective January 1, 1996; last revised January 4, 2014 -