



PLANNING FEE CONTRACT

This is a contract for trip planning services between Awilda Rivera D/B/A ARTEMIS WORLD TRAVEL (here after referred to as “AGENT”) and NAME (here after referred to as “CLIENT”).

1. Client has contracted Agent to plan a trip for XX nights and XX days to LOCATION. Client has indicated their travel dates to be DATES. The dates and location mentioned will be Here after referred to as the “TRIP”.
2. Client is the primary contact person for their travels and represents a X person group.
3. If client represents a group of 4 or more, Client is responsible for managing communications between Agent and the rest of Client’s group in order to minimize any miscommunication or confusion.
4. For the purpose of this document “Supplier(s)” will refer to all hotels, resorts, excursion companies, vendors, tour companies, and ground transportation providers contained in Agent’s itinerary for Client.
5. Client has contracted Agent for a fee of PACKAKGE. **Fee is due in full** with in 48 hours of signature of this contract.
6. Client acknowledges that this fee is for the services described under the package category found at <https://www.artemisworldtravel.com/personal-travel.html>
7. Client is allowed *one destination or date change* for the Fee listed above. HOWEVER, if Client requires an additional date, location, activity or guest changes an additional fee will apply. Those fees will be due immediately at the time of the request. The schedule for those fees is:
 - a. \$100 per location,
 - b. \$85 per date change for same duration,
 - c. \$100 for date change extension up to 2 additional days
 - d. \$80 per each additional person
 - e. \$75 for each additional activity or activity change
8. Agent will monitor Client’s itinerary for any supplier-related changes, relay required information from the supplier to you and from you to the supplier, and monitor and manage the reservation process.
9. Once Client has made the final payments to all suppliers, Agent will prepare Client’s trip documentation. Documentation will be sent to Client three to four weeks prior to departure. Agent will be available to client between the hours of 8:30 am and 10:00 pm



eastern standard time while on their trip for any questions or issues which might arise.

10. Client acknowledges that they are responsible for all payments for hotels, vendors, suppliers, activities and transportation. Agent will facilitate payments on Client's behalf and manage all communications with vendors.
11. Client will provide Agent with name, telephone and email for each member of their group.
12. Agent will send out Credit Card Authorizations forms to Client and the members of their group responsible for payment. Client will make sure that credit card authorizations are returned to agent with no later than 24 hours from receipt. Client acknowledges that supplier pricing is subject to change until the time a booking is confirmed.
13. Client acknowledges that payment plans are not always available from Agent's suppliers and do not expect agent to provide such a service if the supplier does not offer it.
14. Client understands that travel Agent is not responsible for any flight, delays, cancellations, changes or weather inconveniences that may affect the length of their trip or ability to participate in certain activities.
15. Trip planning fee is non-refundable.
16. If client decided to cancel trip, client is subject to the cancellation policies of the each supplier – respectively. Client will pay supplier penalties for cancellations according each supplier's guidelines. Agent is not responsible for the facilitation of refunds, or issuance of credits between supplier and Client.
17. Client can cancel their trip with no cancellation penalty assessed by Agent UP TO 30 CALENDAR days prior to the first scheduled day of arrival for their planned trip. their trip with in 30 days of travel also agrees to pay AGENT a cancellation fee of:
 - a. \$250 for trip itineraries totaling \$0- \$4,999,
 - b. \$350 for trip itineraries totaling between \$5,000-\$7,500.
 - c. \$450 for trip itineraries totaling between \$7,501 and \$9,999.
 - d. \$550 for trip itineraries totaling between \$10,000 and \$14,999.
 - e. \$700 for itineraries totaling between \$15,000 and \$19,999
 - f. \$800 for itineraries totaling \$20,000 to 29,000
 - g. \$1000 for itineraries totaling \$30,000 and up.
18. Agent is not responsible for booking ANY of clients airfare or train transfers, unless otherwise specified in the special stipulations section of this contract. Should Agent decide to provide client with additional flight booking service the fees are as follows:
 - a) AirFare Consultation Fee: **\$ 75**
 - b) Domestic Air Ticketing Fee, per person: **\$ 85**



- c) International Air Ticketing Fee, per person: **\$ 85**
- d) Frequent Flyer/ Award Booking Fee, per person: **\$100**
- e) AirFare Change Fee: **\$ 100**

19. Client acknowledges that this contract is exclusively for services rendered by agent for providing Client with a fully customize itinerary for their Trip as detailed in #1.

By signing below, I, _____, understand and accept for myself and the travelers included in my party **Agent's** Fee Structure. I acknowledge and accept there are **cancellation policies, change fees, and penalties that apply to my travel plans and services**. I agree to all fees such as cancellation policies, change fees, and penalties, and understand that un-used portions of travel vouchers are non-refundable. I also understand these fees are separate from the cost of my trip.

Client Name Printed

Awilda Rivera, Artemis World Travel

Client signature and date

PLANNING FEE CONTRACT:



Exhibit A: Special stipulations

1. Client will give Agent written notice of any date changes via email
2. Client will provide Agent with written notice of any city changes via email

Client Name Printed

Awilda Rivera, Artemis World Travel

Client signature and date