



THE LUXURY TRAVEL GROUP

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Independent Affiliate | Brownell Travel
A Virtuoso-member Agency



VIRTUOSO MEMBER
SPECIALISTS IN THE ART OF TRAVEL

FEE SCHEDULE and TERMS & CONDITIONS

Travel planning and quotes will not commence until we have received your Travel Authorization Form and your account has been established.

Flight quotes cannot be offered without copies of each traveler's passport.

This information is necessary to prepare an accurate proposal and avoid costly errors which may result from inaccurate information.

As with most professional Travel Advisors, we charge an upfront, non-refundable consultation and planning fee *for customized tailor-made trips* and cruise research. Fees cover the following:

- **Personal relationships.** Our relationships all over the world often result in preferred pricing and amenities including complimentary breakfasts, room upgrades, resort credits, airport transfers, and more.
- **Professional expertise.** We provide experience with and knowledge of destinations, cruise and air travel, industry suppliers and travel-related necessities such as travel insurance, visas, passports, etc.
- **A personal touch and security.** You always have a live voice and someone to be your advocate when there are bumps in the road.
- **Our time.** Fees help cover some of our time for research, management, communication, and support.

Each client and each trip is unique. Therefore, it is not possible to provide a comprehensive list covering every situation. Below is a general guideline. Please contact us if you have any questions about our fees and the services we provide.

LUXURY HOTELS, CRUISES, & ESCORTED TOURS

Hotel fees are waived at Virtuoso and Preferred Partner hotels that provide our clients with complimentary amenities if you know when you want to go, the specific property and room or suite category.

Multiple Hotel & Resort Proposals *starting at \$100*

- We reserve the right to charge a \$75 fee per room for multiple rate or date adjustments.
- A \$75 administrative fee per room applies for bookings of less than a total base rate of \$800, cancellations & modifications.

Cruise and Escorted Tour Research/Proposals \$200

- Changes to confirmed reservations may incur a \$75 administrative fee per change. Cancellations may be subject to a 10% fee.

CUSTOM TRIP PLANNING

Customized Trips & Safaris: Consultation, Research, Planning and Development \$400

Includes initial trip consultation, research, proposal presentation and review, itinerary design, refinement, and finalization of your trip itinerary. This fee is based on groups of up to six people for up to 12 days. These may increase based on group size and/or trip duration. Additional fees apply for adjustments to travel dates after the itinerary has been finalized.

- A Late Booking Surcharge of \$250 applies for complete itinerary planning within six weeks of departure.

Trip Management 15% of service cost

Bespoke services subject to management fees may include, but are not limited to airport transfers, private drivers/guides not included with a comprehensive itinerary, theater/event tickets, ferry tickets, local city tours, and car rentals. Fees will be charged at the time of confirmation of services. A 15% management fee will apply for non-commissionable hotels or special rates or other accommodations not paying agency commissions.

AIRLINE & TRAIN TICKETS

Domestic & Intra-Country Rail or Airline Ticketing (per person) \$50

Ticketing fees may be waived when part of a customized tour or vacation package.

International Airline Ticketing Fee (per person) \$100

Ticketing fees may be waived for airline tickets booked as part of a cruise/tour package.

Fees are non-refundable.

We reserve the right to charge a 10% administrative fee of total trip cost in the event of cancellation, assessed over and above airline, supplier, tour company, cruise line or other vendor penalties.

We strongly recommend the purchase of travel insurance to protect your investment.