



Below is a summary of the services included in my planning fee:

**Travel Planning & Research: Description of Services  
Proposal & Recommendation Process**

- You will receive a personalized recommendation for an international vacation, with up to 3 destination or 5 resort options that meet or exceed expectations.
- Considerations for recommendations will include: travel complexity, location amenities, requested features of the resort or hotel, timing and budget.
- Quotes will include pricing for the following:
  - Hotel Accommodations
  - Transfer between the destination airport and hotel
  - Travel Insurance (highly recommended)
  - Any optional excursions, expediting services or upgrades that meet your needs
- Pricing quotes that are not deposited are subject to change.
- This planning agreement expires within 6 months of submission.
- If travel is not booked within 6 months of completing this agreement, a new planning consultation fee will be charged
- It is the responsibility of the traveler to complete all necessary paperwork and provide payment means in a timely manner.

**What You'll Get: Time of Travel**

Guests will receive:

- Approximately 1 month prior to travel, you will receive your documents emailed along with...
- Mobile Travel App to download on your phone with all documents and travel related information on the destination you will be traveling
- Personal assistance before, during and after travel



## **Your Commitment**

You understand that the recommendation and selection of vendor process is dependent on quality feedback and communication. Effective communication and specific feedback are vital to a productive, collaborative relationship. As part of this agreement, the traveler commits to providing timely and detailed feedback on the resort and/or destination recommendations so as to achieve the best result.

## **Fees & Payment Schedule: Travel Designing**

Travel designing involves time and expertise. Our recommendations are based on personal experience and professional resources. The supplier partners that we select are chosen based on their ability to meet your specific needs. Your final itinerary should meet or exceed your expectations.

In order to perform the professional services required to design and arrange your travel, a designing fee is required. This deposit is due at the time of agreement and is non-refundable and non-transferable.

In the unfortunate event that plans are cancelled or if the itinerary is not fulfilled for any reason, the designing fee remains non-refundable and non-transferable.

We accept Venmo or Paypal for the initial planning fee. Payment may be made via these forms, or an invoice can be sent upon request. Your final trip itinerary will be paid using VISA/Mastercard/Discover/ or American Express card.

## **International Travel Requirements**

- A valid US Passport is required for international travel. The US Department of State recommends that passports are be valid for at least 6 months beyond the scheduled departure date.
- We are not responsible for the issuance of travel identification such as passports and/or visas. Travelers should ensure they have or have been approved for the appropriate documents before purchasing travel.
- Passengers with prior criminal convictions are responsible for ensuring that they are not restricted by the laws of the country to which they are traveling. For example: Travelers with DUI/DWI convictions may be prohibited from traveling to Canada.
- Passengers traveling without proper documentation or meeting destination requirements may be denied boarding or entry to an international destination and will not be entitled to a refund.
- Important: For international travel, booking name must match your passport exactly (first, middle, last), no exceptions.
- For information regarding passport applications or renewals, please visit the U.S. Department of State website.
- We are not responsible for disruptions in your travel plans due to travelers providing incorrect information.



**Changes and/or Cancellations**

This consultation agreement only applies to travel designing provided by Carla Schipper with Unique Romance & Adventure Travel. This agreement does not represent fees associated with resorts, airlines and other vendor services.

Any resort, airline or vendor penalties incurred by the traveler as a result of changes or cancellation are the sole responsibility of the traveler as presented in subsequent invoices and agreements.

Please note that a signed copy of this agreement must be received by Unique Romance & Adventure Travel before designing can begin. We will notify you upon receipt of this agreement.

Payment of designing & research fees does not guarantee additional planning or travel services. Completion of additional travel services is dependent on agency availability and is at the sole discretion of Carla Schipper.

**Designing Retainer Agreement**

By submitting this form, I/we agree to the terms of this agreement. The designing fee is \$200. Payment via Venmo is @Carla-Schipper. Planning fee may also be paid via Paypal at Carla@UniqueRomanceTravel.com/we understand that this payment is completely non-refundable and non-transferable. Thank you and I look forward to planning a fabulous trip for you!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

