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### SAMPLE AGENCY SERVICE FEE AGREEMENT

I have agreed to retain [NAME OF AGENCY] (“Agency”) provide certain travel planning services as specified below in connection with the following proposed travel:

[Fill in known details of proposed trip here]
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Agency has agreed to provide the travel planning services to me for a base fee in the amount set forth below. I acknowledge that Agency will begin work on creating a specific itinerary upon receipt of my payment in this amount. Accordingly, no portion of the fee is refundable. I also acknowledge that the fee represents Agency’s charge for its planning services only; no portion of the fee represents the cost of the travel itself.

I will have an opportunity to review and approve the proposed itinerary, as well as the associated pricing and the travel supplier terms and conditions before Agent undertakes to make the necessary reservations on my behalf, and on behalf of any other travelers for whom I have requested Agent’s assistance.

Agency may assess fees for certain additional services that are not included in the base fee. The additional services that pertain to my anticipated travel needs are checked below. By entering my initials in the space next to the checked box, I am agreeing to pay Agency the stated amount in connection with the referenced additional service.

	Base Fee	\$[AMOUNT]
<i>Initial</i>	<i>Additional Service</i>	<i>Fee</i>

—	<input type="checkbox"/> Large Group Planning (more than [X] travelers)	[\$[AMOUNT]]
—	<input type="checkbox"/> Expedited Service (for travel to take place within [X] days)	[\$[AMOUNT]]
—	<input type="checkbox"/> Domestic Airline Ticketing	[\$[AMOUNT]] per person
—	<input type="checkbox"/> International Airline Ticketing	[\$[AMOUNT]] per person
—	<input type="checkbox"/> Hotel Reservation	[\$[AMOUNT]]
—	<input type="checkbox"/> Rental Car / Ground Transportation	[\$[AMOUNT]]
—	<input type="checkbox"/> Concierge or Research Services	[\$[AMOUNT]] per hour
—	<input type="checkbox"/> Passport Services	[\$[AMOUNT]] per person
—	<input type="checkbox"/> [Describe any other services billed on a per person basis here]	[\$[AMOUNT]] per person
—	<input type="checkbox"/> [Describe any other services billed hourly here]	[\$[AMOUNT]] per hour
	TOTAL FEE AMOUNT	[\$[AMOUNT]]

I understand that the Total Fee Amount referenced above reflects Agency’s anticipated fees which I will be responsible to pay for the provision of all of the services contemplated at the time of our initial consultation. Should I desire material changes to the initial travel plan after Agency begins work, or if I later require or request additional services not selected above, additional fees will apply. Moreover, itinerary changes and/or cancellations may result in fees and/or penalties being assessed by the travel supplier according to its own policies, over which Agency has no control and is not responsible for.

By signing below, I express my understanding of, and agreement to, the foregoing as well as any additional terms and conditions that Agency may have separately provided to me.

\_\_\_\_\_  
[DATE]

\_\_\_\_\_  
[CLIENT NAME]