

(Your Agency Logo Here) ↓

(MAST will customize this flyer for your agency in both print and e-document form.)



HOW OUR AGENCY OPERATES

BRINGING YOUR TRAVEL DREAMS TO LIFE

(Your Agency Name) is a professional travel agency in business since XXX serving customers in the local community and in states across the country. We help plan vacations worldwide including every component of a trip such as: accommodations to suit all budgets and tastes; air and ground transportation; sightseeing and excursions; dining and entertainment; as well as, travel insurance.

STEP 1



THE CONSULTATION

Through our personalized discovery process, we'll get crystal clear on your travel needs and desires. Our customers best work with us in a consulting role by letting us know what research they have done on their own, by sharing their thoughts and aspirations, and by allowing us to continue to work with them when they change their plans or find something else that is more appealing.

STEP 2

\$100.00

THE PLAN TO GO

After our initial consultation, if you would like to retain us to continue planning your vacation, we ask for a \$100.00 non-refundable deposit, which we will apply to your final payment. If you cancel the trip, for whatever reason, or choose not to use our services, we consider the \$100.00 our fee for services rendered. Suppliers and other travel providers' cancellation fees may also apply. We will ask that you autograph our Statement of Services form at this step.

STEP 4



THE ANTICIPATION

One of the best parts of travel is the anticipation of an upcoming trip! We remain available to you as a resource for additional questions or suggestions as your trip approaches.

STEP 3



THE COLLABORATION

We present you with a proposed custom itinerary complete with all the suggestions for your dream trip. You review, edit, and approve to ensure the final agenda exceeds your expectations.

STEP 5



THE JOURNEY

And you're off! Your departure date has finally come and you arrive at the airport confident this trip will be your best yet. Rest assured knowing we have personally connected with your destination vendors and they are eager to serve you throughout your trip.

STEP 6



THE REVIEW

Once you've returned, we follow up to hear all about your newly created memories. We verify the trip went as planned and you were satisfied with our selection and service.

(MAST will customize your statement of services for your agency in both print and e-document form.)

(Your Agency Logo Here)



Statement of Services

(Your Agency Name) is a professional travel agency in business since XXX serving customers in the local community and in states across the country. We help plan vacations worldwide including every component of a trip such as: accommodations to suit all budgets and tastes; air and ground transportation; sightseeing and excursions; dining and entertainment; as well as, travel insurance.

We receive commission from many of the travel suppliers and providers we use. We do not charge for our time; however; some of our services are provided for a fee.

Our customers best work with us in a consulting role by letting us know what research they have done on their own, what information they have received elsewhere, by sharing their thoughts and aspirations, and by allowing us to continue to work with them when they change their plans or find something else that is more appealing.

We do not receive commission by a supplier unless we make the arrangements. Therefore, we ask that our customers not make their own travel arrangements once they start working with us.

(List the services to be performed for this customer.....)

(List any fees to be applied to the services being performed.....)

After our initial consultation, if you would like to retain us to continue planning your vacation, we ask for a \$100.00 non-refundable deposit, which we will apply to your final payment. If you cancel the trip, for whatever reason, or choose not to use our services, we consider the \$100.00 our fee for services rendered. Suppliers and other travel providers' cancellation fees may also apply.

I agree to these terms

Customer signature _____ Date _____