



TAUCK BOOKING TRANSFER INSTRUCTIONS

Booking Transfer Instructions:

Email a letter to salesteam@tauck.com and send a copy of the letter to travelhosts@mvptravel.com

For the letter –

1. On your letterhead
2. Tell them to keep the booking agent name the same
3. Sign the letter
4. Ask them to send an updated agency confirmation to your email and travelhosts@mvptravel.com (*We will not know you have a Tauck booking unless you send us a copy of the letter and confirmations!*)