



**CHECK:
EUROPE**
travel.culture.party

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Guideline to your Professionally Planned vacation

A lot of people are not quite how a travel planning service works. We plan your trip from start to finish with airfare, hotels, transfer, tours, tickets, restaurant recommendations etc. The idea behind it is to plan trips for individuals or small groups like a guide would be with them, but you save the money a guide would cost you.

What we need from you:

- 1) Tell us a little more about your dream vacation so we can get a better picture of what would be the best trip for you. Therefore please answer the following questions for us.
 - a. Where would you like to go?
 - b. How long would you like your vacation to be?
 - c. Do you have a set time schedule for your trip yet or are your travel dates flexible?
 - d. How many people are in your party?
 - e. What type of accommodation do you prefer – 3***, 4****, 5*****, B&B?
 - f. Do you have any special interests or things you would really like to do on your trip – art, architecture, history, food, wine, beach, riding an elephant etc. that are on your bucket list?
 - g. What is your budget for the trip (without international airfare, food and shopping expenses) – maybe you have airline miles for the flight to your destination that you could use?
 - h. Let us know if you will book your own flight or need help with airfare.

What we do: **We tell you if we think your vacation can be done within your budget**

- 2) In order to see if your vacation is doable with your budget we will give you up to two **free** estimates within 72 hours after we receive your information.
 - a. We separate estimates into two parts, airfare to/from your destination and land package

What is next for you: **Provide your personal information**

- 3) If you like our estimate and would like to work with us you will have to fill out the traveler datasheet with your personal information, passport and credit card information.
 - a. Please make sure your name is exactly as it is written in your passport (you may also send us a scan of your passport)
- 4) You send us a signed and dated copy of our guideline, that we know you have read and understood how we work

What is next for us: Prepare your offer and charge our planning fee

Planning a tour is an intense and time-consuming activity. At this point we will charge a non-refundable planning fee depending on the length of your tour to your credit card provided

- \$175 per party for trips up to 6 calendar days
- \$250 per party for trips from 6-12 calendar days
- \$350 per party for trips from 12-18 calendar days

We do detailed research on accommodation, transfers, entrance tickets etc. and send you your offer

- a. Depending on the complexity of your trip and the time of booking your offer will be valid between 1 – 7 days. Offers for trips within 6 weeks of departure will be valid for 24 hours only!

Your turn again: Accept or decline our offer

- 5) Our offers have validation dates on them – if you agree with our offer please accept it before the offer expiration date.
 - a. We guarantee the prices offered for land packages only for the time the offer is valid, if for whatever reason you miss the deadline we can check availability and prices again and send you an updated offer.

The booking process:

- 6) The land package:
 - a. We require a 25% deposit at the time of booking, the remaining balance is due 4 months before departure and will be charged to your credit card at that point (*please inform your credit card company that there will be a charge coming from Check: Europe Travel, we are based in Europe sometimes fall under the fraud protection mechanism*)
- 7) Airfare:
 - a. If you would like to help us with airfare, we are happy to. We will send you a suitable flight and have your flight charged directly to your credit card at the time of booking by our ticket consolidator or travel portal
- 8) Your travel documents:
 - a. All our travel documents with minor exceptions are provided in digital form
 - b. Approximately 4 weeks before departure we send you your personalized detailed travel itinerary – there is part of our planning fee - with exact times and suggestions on what to do in cities, what places to check out for food etc. Your itinerary will be provided as
 - i. Pdf document for you to print out
 - ii. Travefy app for you to have access to it on your smartphone, also offline
 - c. 3 weeks before departure we either upload your travel documents to a dropbox folder or send them to you by email. You will have access to print them out and can also access them while you are on tour.
 - d. You have any pre-trip questions or last minute additions – please ask us, we are happy to help you with our know how

While you are traveling:

- 9) Your trip should be planned out well, but sometimes things change at the last minute. If you wish for us to be on standby to trouble shoot or help you with advise and know how during your trip - you can add that service to your trip to benefit from out network and hotline numbers

I would like to add standby service during my trip for \$120 YES NO

After your vacation:

- 10) We love to hear from you.
- a. Please give us some feedback about your vacation
 - b. Send us a hand full of your favorite memories in pictures or videos

Date

Signature