



TRAVEL
INVESTMENT
ADVISORS

MGA Travel - Professional Fee Service Agreement

Gourmet Systems LLC dba Michael Graham & Associates "MGA Travel"

Please note: Our Online form is a more secure way of submitting this information. [Found HERE.](#)

Following your initial travel consultation, your MGA Travel Advisor has a basic understanding of your travel needs and has clearly outlined which professional fees apply - and that amount should be filled in below.

Should you wish to move forward, you will need to sign this Agreement and authorize us to collect the non-refundable professional fee per your credit card authorization.

Once you have committed to our services by signing this agreement, we will design a customized itinerary, which will be presented to you. The itinerary can be revised as needed (up to 5 amendments). We will secure travel arrangements by placing supplier deposit(s) per your credit card authorization below.

Please see [The Way We Work](#) for more details.

Our professional fee is non-refundable once collected. If you cancel your reservation after deposit, you will not receive a refund of the Professional Fee for any cruise/land booking, whether under deposit, partially paid, or paid in full. The following situations are considered cancellations and penalties/fees will apply: changes to departure date; substitutions of itinerary; substitution of another person for original booked guest(s); changing to a promotional fare; your request that the booking to be cancelled; or the guest(s) on the reservation do not actually travel. All cancellations must be in writing and can be done by completing the Cancellation Form on our website.

If you are not 100% satisfied with **our** services, **after** your travel has completed, we will refund the professional fee. Travel Insurance is strongly recommended and will be quoted for you upon request.

Nonrefundable Professional Fee \$ _____ Your Agents Name _____

Full Name _____

By signing below, I understand and accept for myself and the travelers included in my party the professional fees outlined herein. I acknowledge and accept that all fees are non-refundable, whether I decide to book the travel presented or not. I agree to all fees such as cancellation policies, change fees, and penalties, and understand that unused portions of travel vouchers are non-refundable. I also understand that these fees are separate from the cost of my trip and the tour operator/cruise line policies. I acknowledge receiving a copy of your Terms and Conditions and a copy of this Professional Fee agreement. I authorize you to charge the above credit card information the fee amount shown above.

Signature:

Date:
