



# Planning + Process

## CHECKLIST

**START:** Set an appointment for your complimentary initial consultation.

This session lets us understand your unique travel style and preferences.

You will Authorize Payment of our Professional Fee and Sign the Professional Services Agreement.

You will Receive the Initial Proposal + Itinerary, and quote for Travel Insurance.

You Will Provide Your Travel Advisor Approval of the Final Itinerary and Authorize payment for the initial deposit and insurance if applicable.

You'll sign the Travel Insurance Waiver to accept or decline.

You will Get Travel Requirements, Payment Reminders, and Travel Tips From Your Travel Advisor

You will Review Your Final Travel Documents During Your Pre-departure Call or meeting With Your Travel Advisor

1

During this initial consultation, your Travel Advisor will advise what professional fees would apply and the amount. You decide if you want to move forward.

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3

You will Complete the Traveler Information Forms, and provide copies of your passport(s).

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5

You can Provide Feedback to Travel Advisor on the Itinerary or Quotes. You have 5 revisions included.

6

7

You will Receive Invoices and Confirmation of Your Payments from Your Travel Advisor

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9

Your Travel Advisor Will Make Final Payments Per Agreed Upon Terms

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*Questions? Don't hesitate to call us at 843-279-0310.*