



Edkesha Anderson  
Owner, TravelwithKey  
Independent Travel Agent for  
Travel Quest Network  
[Travelwithkeyllc.com](http://Travelwithkeyllc.com)

[travelwithkey4223@gmail.com](mailto:travelwithkey4223@gmail.com) • (706)406-4223

## Terms & Conditions

We are Travelwithkey, LLC and are excited to help you with your travel. The following terms & conditions (the "Agreement") describe what you can expect from us. The terms "we", "us", and "our" refer to Travelwithkey, LLC and the term "you" refers to the individual who signs this agreement.

|               |                               |                   |
|---------------|-------------------------------|-------------------|
| Office Hours: | Monday, Wednesday, and Friday | 7:30 PM- 10:00 PM |
|               | Tuesday and Thursday          | Closed            |
|               | Saturday                      | 10:00 AM- 2:00PM  |
|               | Sunday                        | 5:30 PM - 9:00 PM |

**IDENTIFICATION:** Guests are required to make reservations in the full name that is listed on his/her government document they will use for travel. If you need to make any changes to a name after travel documents have been issued, clients will be responsible for all name change fees, if applicable.

**SELLER OF TRAVEL:** Travelwithkey, LLC is an independent affiliate of Travel Quest Network, which is registered as Florida Seller of Travel Ref. No. ST35257 and California Seller of Travel No. 2073234-00, Hawaii Seller of Travel, Washington Seller of Travel No. 602864166, and Iowa Seller of Travel No. 924.

**SERVICE FEE:** Travelwithkey, LLC collects service fees for each type of travel offered in the following manner:

- Pick My Brain: \$150,
- Plan To Go: \$125,
- Retainer: \$1500 for up to 20 hours of work. (This fee does not pay for your travel plans. You will receive an itemized time card for all work performed.)
- All fees are nonrefundable and nontransferable.

**PAYMENT POLICIES:** All payments are due no later than the 15th of the month following your invoice. Payments received after the 15th of the month will incur a late fee as follows:

- Late/Missed Payment #1: a warning letter about late/missed payments reiterating the payment policy
- Late/Missed Payment #2: a \$25 fee will be assessed to your account. The missed payment will not be accepted without payment of the late fee.
- Late/Missed Payment #3: a \$50 fee will be assessed to your account. The missed payment will not be accepted without payment of the late fee.
- Late/Missed Payment #4: Your trip will be canceled, and you will be assessed a \$75 cancellation fee as per the terms and conditions.

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Washington #602864166

Iowa #924

California #2073234-00

If you have any problems making your payments, you must alert Travelwithkey, LLC prior to missing your payment. This will not negate the process above unless otherwise stated in writing from Travelwithkey, LLC.

**PAYMENTS AND CANCELLATIONS:** Unless otherwise defined during the reservation process, final payment is due prior to departure or consumption according to each supplier's (airline, hotel, cruise line, transfer company, sightseeing operators, and other travel service vendors) terms and conditions involved in your travel booking. If final and full payment is not received by the applicable due date, reservations are subject to cancellation and deposits shall be forfeited. In some cases, there is NO REFUND once a booking is made and paid for. Your right to a refund if you change or cancel your travel plans is limited. All cancellation requests must be sent to Travelwithkey, LLC in writing. Because of cancellation, Travelwithkey, LLC and third-party supplier's cancellation penalties will apply, which are detailed in your travel documentation and each supplier's website. Travelwithkey, LLC charges \$75 per person if a trip is canceled. The cancellation fee(s) will have to be paid before the trip if fully canceled and a refund is issued. Cancellation penalties are advised at time of booking and provided to you upon confirmation. If you have any questions, or any penalties are unclear, please contact your Travelwithkey, LLC agent. All cancellation fees will be charged to the credit card you authorized to pay for travel services or deducted from the supplier's refund.

**REFUNDS:** All payments to Travelwithkey, LLC are non-refundable and non-transferable. This is because Travelwithkey, LLC has contractual agreements with hotels, airlines and other vendors that will not allow us to obtain any refunds. This way we can keep our package prices competitive and allow you to make monthly payments on your vacation.

**PASSPORT AND VISA:** Passengers are responsible for ensuring that they have the proper travel documents and MUST CHECK with the respective consulate(s) or visa agency to determine whether any visas or passports are required. Passports are required to be valid for at least 6 months after the date of travel. Some countries require a full blank "VISA" page in the passport for stamping purposes. Any information provided on travel description pertains to US citizens only. Non-US citizens should check with the respective consulate of the country(s) to be visited for current entry requirements. We strongly suggest all cruise passengers to have a valid passport in their possession while cruising.

**INDIVIDUAL ENTRY AND EXIT REQUIREMENTS:** Each foreign country holds different views of past criminal offenses, whether within or outside of their boundaries. If you have a current or past offense, and you are unsure how the country you are traveling to (or through) views that offense, please contact that country directly for entry and exit requirements. (Details can be found at the [US Department of State](#).) We feel it is an invasion of privacy for any member of our staff to make such an inquiry. For example, if traveling to or through Canada, Americans with a Driving While Intoxicated (DWI) record should always check whether current rules exclude admission and potential waivers. (Reference [Canada](#))

**TRAVEL INSURANCE:** Travelwithkey, LLC offers access to many optional products and services to enhance every travel experience. Options such as travel insurance protect passengers and their investment. Unless specifically noted, travel insurance is not included in the cost of the itinerary to protect against third party supplier default/bankruptcy protection, delay, interruption; missed connection for cruises, cancellation, medical emergency

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transportation/evacuation, repatriation, and baggage and personal effects lost or delay, illness, job loss protection, accidental death and disability, travel accident/sickness medical expenses, and more. Proper insurance may protect you from financial loss in almost all circumstances. Without appropriate travel insurance, Customer understands and agrees that if Customer cancels or interrupts Customer's travel for any reason, portions of the trip/tour may not be refunded, and Travelwithkey, LLC and travel suppliers cancellation penalties will apply to result in the loss of monies up to the full cost of Customer's travel booking and related costs. The purchase of travel insurance is not required in order to purchase any other product or service offered by Travelwithkey, LLC. Employees of Travelwithkey, LLC are not qualified or authorized to answer technical questions about benefits, exclusions, and conditions of any of the insurance offered, nor evaluate the adequacy of the prospective insured's existing insurance coverage. An additional charge applies for travel insurance selected.

**PHOTOGRAPHS/VIDEOS:** Travelwithkey, LLC reserves the right to use any photograph/video taken at any event or during any travel activity, without the express written permission of those included within the photograph/video. Travelwithkey, LLC may use the photograph/video in publications or other media material produced, used, or contracted by Travelwithkey, LLC, including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc. Any person desiring not to have their photo taken or distributed must contact Travelwithkey, LLC in writing at 2115 Julius Drive, Augusta, GA 30906 of his/her intentions and include a photograph.

**AIRLINES:** Travelwithkey, LLC is not responsible for the services and policies imposed by the airlines. Airline schedules and flights are subject to change without notice. Travelwithkey, LLC is not responsible for penalties incurred for tickets, international or domestic, not issued by Travelwithkey, LLC due to schedule and/or flight changes. Airline reservations completed online are subject to review and, should Travelwithkey, LLC deem it necessary, may be rebooked to match minimum connecting time requirements and/or tour package itineraries, in which case you will be notified immediately. Airlines reserve the right to demand immediate issuance of tickets whenever they determine that specific flights are heavily booked even when normal ticketing rules do not require tickets to be issued until a later date. In this instance, Travelwithkey, LLC will require immediate and full payment of the airfare. This type of situation overrides invoice terms and conditions and payment due dates. If full payment is not received, seats will be cancelled by the airline and may not be available to be rebooked on the same flights or at the same airfare. Any replacement air arrangements and airfare will be the sole responsibility of the passenger.

**MODIFICATION TO THESE TERMS:** We are acting as an independent contractor and no joint venture, partnership or employment relationship exists between you and us or our Suppliers because of this agreement. We reserve the right, in our sole discretion, to change these Terms at any time.

**RELEASE FROM LIABILITY:** Travelwithkey, LLC does not own or operate any entity, which is to or does provide goods or services for your trip. This includes, for example, ownership or control over hotels or other lodging facilities, airline, vessel, bus, van or other transportation companies, local ground operators, providers, or organizers of optional excursions or equipment used thereon, food service or entertainment providers, etc. All such persons and entities are independent contractors. As a result, Travelwithkey, LLC is not liable for any negligent or willful act or failure to act of any such person or entity, or of any other third party. Without

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limitation, Travelwithkey, LLC is not responsible for any of the following: injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, acts of government, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities of any kind. We are also not responsible for the threat thereof, overbooking or downgrading of accommodations, structural or other defective conditions in hotels or other lodging facilities, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely, dangers associated with or bites from animals, pests or insects, marine life or vegetation of any sort, dangers incident to recreational activities such as swimming, kayaking, sailing, canoeing, rafting, hiking, walking, bicycling, etc., sanitation problems, food poisoning, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, illness, epidemics or the threat thereof or for any other cause beyond the direct control of Travelwithkey, LLC. In addition, I release Travelwithkey, LLC from its own negligence and assume all risk thereof.

**GENERAL:** These Terms and Conditions (and any other terms and conditions referenced herein), constitute the entire agreement between the Customer and Travelwithkey, LLC with respect to travel bookings made with Travelwithkey, LLC by any means accessing such information, including its' Web site, and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written, between Customer and Travelwithkey, LLC with respect to communications with Travelwithkey, LLC, including the Travelwithkey, LLC web site. A printed version of this agreement and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to these Terms and Conditions to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form.

Any rights not expressly granted herein are reserved. •

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