

Travel Agent Engagement Contract

This Travel Agent Engagement Contract (the "Agreement") is made and entered into as of this _____ of _____, 20____ (the "Effective Date") by and between:

Travel Horizons with Becky, a Pennsylvania LLC, with its principal place of business at 4040 Rosemonte Dr., Allison Park, PA 15101 (hereinafter referred to as "Agency").

AND

_____, with a principal residence at _____, _____, _____ (hereinafter referred to as "Client").

1. Services Provided

The Agency agrees to provide travel planning services to the Client, which may include, but are not limited to:

- Researching and recommending travel destinations, accommodations, transportation, and activities.
- Booking reservations for flights, hotels, cruises, car rentals, and other travel-related services.
- Creating customized itineraries.
- Advising on travel requirements, such as visas, passports, and health regulations.
- Providing support before, during, and after the trip, as specified in the agreed-upon itinerary.

2. Client's Responsibilities

The Client agrees to:

- Provide accurate and complete information about all travelers, including full legal names, dates of birth, and any special needs or preferences.

- Review all travel documents and itineraries for accuracy and immediately notify the Agency of any discrepancies.
- Make all required payments, including deposits and final balances, by the due dates specified.
- Ensure all travelers possess the necessary travel documents, such as valid passports and visas, and comply with all entry requirements of the destination countries.
- Acknowledge that travel arrangements are subject to change by the supplier (e.g., airline, hotel) and that the Agency is not responsible for such changes.

3. Fees and Payments

A. Service Fees: The Agency's professional service fee for planning and booking the Client's trip is flat fee based on the type of service provided. This fee is non-refundable and is due upon signing this Agreement. The fees are as follows:

- Custom Trip- \$500
- Single Destination Trip- \$200
- All-inclusive resort- \$200
- Cruise Booking -\$200
- Individual Flight bookings- \$100
- Individual Hotel booking- \$50

You fee for this Agreement is \$_____. This is due upon execution of the agreement.

B. Supplier Payments: The Client is responsible for paying all costs associated with their travel, including flights, hotels, and other services. The Agency will provide a payment schedule outlining the due dates for all deposits and final payments to suppliers. All payments to suppliers will be processed through the Agency unless otherwise specified.

4. Cancellation and Refunds

- **Supplier Policies:** The Client acknowledges that each supplier (e.g., airline, hotel, tour company) has its own cancellation and refund policy, which will govern any refunds in the event of a cancellation. The Agency will provide the Client with these policies.
- **Agency Service Fees:** The professional service fee paid to the Agency is non-refundable. If the trip is canceled for any reason, the Agency will retain the service fee as compensation for the time and effort spent on planning and booking the trip.
- **Change Fees:** The Agency reserves the right to charge a change fee of \$100 per change for any modifications requested by the Client after the initial booking has been confirmed.

5. Limitation of Liability

The Agency acts solely as an agent for the travel suppliers and does not own, manage, operate, or control any of the transportation, accommodations, or other services included in the trip. Therefore, the Agency is not liable for any acts, omissions, or defaults of any supplier or third party. The Agency is not liable for any loss, injury, damage, or delay to persons or property resulting from acts of God, war, civil unrest, terrorism, government regulations, or any other event beyond the Agency's control.

6. Travel Insurance

The Agency strongly recommends that the Client purchase comprehensive travel insurance at the time of booking to protect against unforeseen circumstances, such as trip cancellation, interruption, medical emergencies, and baggage loss. The Agency will offer travel insurance options to the Client, but the decision to purchase insurance is solely the Client's responsibility.

7. Confidentiality

All information provided by the Client to the Agency, including personal details and financial information, will be kept confidential and used solely for the purpose of planning and booking the Client's trip.

8. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the State of Pennsylvania. Any dispute arising from this Agreement shall be resolved in the courts of Allegheny County, PA.

9. Entire Agreement

This Agreement constitutes the entire understanding between the Parties concerning the subject matter hereof and supersedes all prior agreements, whether written or oral. No modification or amendment of this Agreement shall be effective unless in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

FOR THE AGENCY:

Rebecca C. Stein, Owner

Date

FOR THE CLIENT:

Date

