



As a Travel Agent, we are excited that you made the decision to promote, sell, and earn commission for our group trip to Explore Egypt and Discover Dubai. Please review the below information for details for becoming a listed agent for this trip.

Summary of responsibilities

- Market and promote the travel packages. We will create marketing materials; however, you are free to create your own.
- Keep track of your customers personal and billing information.
- Invoicing customers for due payments.
- Obtaining signed credit card authorization for all credit card payments.
- Processing credit card payments with vendors payment link. You cannot handle cash payments.
- Offer travel insurance plans and provide quotes to requested clients.
- Book travel insurance and earn commissions.
- Connect with your client periodically.
- Provide information to help them prepare for the trip.
- Resolve conflicts and other issues (e.g., flight schedule changes).
- Handling vendor and traveler phone calls.

You do not have to go on the trip to promote, sell, and earn commission from the trip. If you are interested in becoming a listed agent for this group trip, please complete this form and return to ajones@travel4deals.com.

Let's Get Started . . .

- ☐ Step 1: Register as a travel agent with our preferred vendor: <https://cultureholidays.com/Agent/Registration>
- ☐ Step 2: Complete the Listed Travel Agent Request Form and return to ajones@travel4deals.com.

Upon receipt, we will setup an account for you as a listed agent for the Explore Egypt and Discover Dubai. As a listed agent you will receive:

- Marketing material to promote the Explore Egypt and Discover Dubai.
- Online forms personalized with your agent information. Example: Traveler Information Sheet that will allow you to collect you clients' information who are registering with you.
- Instructions and tools on how to process payments to include a recommended spreadsheet for tracking purposes.
- Communication information to share with your clients on what to do to prepare for the trip.
- ...and much more.





Listed Travel Agent Request

Date:

Agent/Representative Name:

Host Agency Name:

Host Agency ID:

(ex. Agent ID: P123456):

Culture Holiday Agent ID:

(ex. Agent ID: CHAGT000009999):

EXPLORE EGYPT and DISCOVER DUBAI (November 2022)

Mobile Number:

Fax Number:

Email Address:

Address:

City:

State:

Zip Code:

Birthdate:

Gender:

Return the completed form to: ajones@travel4deals.com



Ann Jones

301-377-4583

ajones@travel4deals.com