

TRAVEL AGENT PROPOSAL

Client Name: _____ Agent Name: _____

Client Contact Information:

Phone: _____

Email: _____

Address: _____

Travel Details:

Destination(s): _____

Duration: _____ Travel Type: _____

Accommodations: _____

Special Requirements or Notes: _____

Pricing and Payment Terms:

Total Price: _____ USD

Deposit Amount: _____ USD

Payment Schedule: _____

Section 1 – Proposal Overview

This Proposal outlines the travel services and arrangements proposed by the Travel Agent (“Agent”) to the Client identified above (“Client”). By accepting this Proposal, Client agrees to engage Agent to provide travel planning and coordination under the terms and conditions set forth herein.

Section 2 – Services Provided

Agent shall provide consultation, itinerary planning, booking of transportation, accommodations, tours, and other travel-related services as mutually agreed. Agent will use reasonable efforts to secure preferred arrangements but cannot guarantee availability or pricing until confirmed.

Section 3 – Client Responsibilities

Client agrees to provide accurate information and timely instructions necessary for Agent to perform the services. Client shall secure all necessary travel documents, including passports and visas, and comply with all applicable laws and regulations.

Section 4 – Pricing and Payment

The Total Price stated above includes all services and travel components detailed in this Proposal. Payment terms require the Deposit Amount upon acceptance, with the remaining balance due according to the Payment Schedule. Failure to pay may result in cancellation or alteration of travel arrangements.

Section 5 – Changes and Cancellations

Any changes or cancellations requested by Client are subject to availability and may incur additional fees. Agent will notify Client of applicable charges and will not be liable for penalties or losses resulting from Client-initiated changes or cancellations.

Section 6 – Travel Documents and Insurance

Client is solely responsible for obtaining and carrying required travel documents and insurance coverage. Agent strongly recommends Client obtain comprehensive travel insurance to cover trip cancellation, interruption, medical emergencies, and lost or delayed baggage.

Section 7 – Liability

Agent acts as an intermediary between Client and travel suppliers and shall not be liable for any injury, loss, damage, accident, delay, or other irregularity that may be occasioned by any supplier or third party. Client agrees that Agent's liability is limited to the amount paid for services.

Section 8 – Governing Law and Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of the United States and the state in which Agent maintains its principal place of business. Any disputes arising hereunder shall be subject to the exclusive jurisdiction of the courts located therein.

Section 9 – Confidentiality

Both parties agree to keep confidential any sensitive personal or financial information exchanged in connection with this Proposal, unless disclosure is required by law or agreed upon in writing.

Section 10 – Entire Agreement

This Proposal and any attachments constitute the entire agreement between Agent and Client regarding the travel services described. No modifications or waivers shall be effective unless in writing and signed by both parties.

Section 11 – Acceptance

Client's signature below indicates acceptance of this Proposal and agreement to the terms and conditions herein. Upon acceptance, Agent will proceed with service delivery as outlined.

CLIENT SIGNATURE

AGENT SIGNATURE

Signature: _____

Signature: _____

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