

TRAVEL AGENT TERMS AND CONDITIONS

Agency Name: _____ Reference No.: _____

Client Information:

Full Name: _____

Contact Number: _____

Email Address: _____

Travel Details:

Destination(s): _____

Departure Date: _____

Return Date: _____

Number of Travelers: _____

Payment Details:

Total Price (USD): _____ USD

Deposit Amount (USD): _____ USD

Balance Due Date: _____

1. Booking and Confirmation

A booking is confirmed only upon receipt of the deposit specified above and issuance of a confirmation by the Travel Agent. The Travel Agent acts as an agent for the client and is responsible for arranging bookings as outlined in this Agreement.

2. Payment Terms

Final payment is due on or before the Balance Due Date. Failure to pay the balance by the specified date may result in cancellation of the booking and forfeiture of all deposits and payments made.

3. Cancellation and Refunds

Cancellations must be made in writing. Refunds, if any, will be subject to the policies of the service providers involved and any penalties or fees imposed thereby. The Travel Agent's cancellation fees may also apply.

4. Changes to Bookings

Requests for changes to confirmed bookings are subject to availability and may incur additional fees. The Travel Agent will make reasonable efforts to accommodate requested changes.

5. Travel Documents

Clients are responsible for obtaining and carrying all necessary travel documents, including valid passports, visas, and any required health documentation.

6. Liability

The Travel Agent acts solely as an intermediary between clients and travel service providers and is not liable for any loss, injury, damage, delay, or irregularity arising from any act, omission, or negligence of any service provider.

7. Insurance

Clients are strongly encouraged to obtain adequate travel insurance covering cancellation, medical expenses, personal injury, loss or damage to property, and other potential risks.

8. Force Majeure

Neither party shall be liable for failure to perform obligations due to events beyond their reasonable control, including but not limited to natural disasters, acts of government, strikes, wars, or pandemics.

9. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the United States. Any disputes arising hereunder shall be subject to the exclusive jurisdiction of the courts located within the appropriate jurisdiction of the client's residence or the Travel Agent's principal place of business.

10. Privacy and Data Protection

The Travel Agent shall process personal data in accordance with applicable U.S. laws and regulations and shall take reasonable measures to protect client information.

11. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, representations, and communications, whether oral or written.

12. Amendments

Any amendments or modifications to this Agreement must be made in writing and signed by both parties.

13. Severability

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

14. Acceptance

By proceeding with the booking, the client acknowledges having read, understood, and agreed to these Terms and Conditions.

15. Signatures

This Agreement may be executed in counterparts including electronic signatures, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

CLIENT SIGNATURE

TRAVEL AGENT SIGNATURE

Signature: _____

Signature: _____

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