

Travel Advisor Client Agreement / Contract

Effective Date: [Insert Date]

Travel Advisor / Agency: [Your Business Name]

Address: [Your Address]

Contact: [Email / Phone]

Client Name(s): [Insert Client Name(s)]

1. Services Provided

[Your Business Name] agrees to provide travel planning and advisory services, including:

- Researching and recommending travel options (flights, hotels, cruises, tours).
 - Booking travel arrangements on behalf of the client.
 - Providing travel documentation and itineraries.
 - Advising on travel requirements, including passports, visas, and health protocols.
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2. Client Responsibilities

The Client agrees to:

- Provide accurate personal information, including passport details, contact info, and travel preferences.
 - Make payments according to the agreed schedule.
 - Comply with supplier rules and requirements.
 - Obtain any necessary travel insurance.
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3. Booking & Payment Terms

- A non-refundable deposit of [X% or \$X] per traveler is required to secure bookings.
 - Full payment is due [X days/weeks] prior to departure.
 - Payment methods accepted: [list accepted methods, e.g., credit card, bank transfer, PayPal].
 - Prices are subject to change until full payment is received.
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4. Cancellation & Refund Policy

- Deposits are non-refundable unless otherwise noted.
 - Refunds are subject to supplier cancellation policies and any applicable fees.
 - Clients are encouraged to purchase travel insurance to protect against unforeseen events.
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5. Travel Insurance

- Travel insurance is highly recommended and may be required by certain suppliers.
 - The advisor is not responsible for losses covered by insurance policies.
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6. Limitation of Liability

- [Your Business Name] acts solely as an intermediary between the client and travel suppliers.
 - The advisor is not liable for delays, cancellations, or issues caused by third-party suppliers, including airlines, hotels, or tour operators.
 - Clients agree to hold the advisor harmless for claims arising from circumstances beyond the advisor's control (natural disasters, political events, strikes, etc.).
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7. Privacy

- Client information will only be used to arrange and manage travel services.
 - Personal data will not be shared with third parties except as required for bookings and as permitted by suppliers.
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8. Governing Law & Dispute Resolution

- This Agreement shall be governed by the laws of [State/Country].
 - Any disputes will first be addressed through informal negotiation.
 - If unresolved, disputes may be submitted to mediation or arbitration.
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9. Acknowledgment

By signing below, the Client acknowledges that they have read, understood, and agreed to the terms of this Agreement.

Client Name(s): _____

Signature: _____

Date: _____

Travel Advisor / Agency: _____

Signature: _____

Date: _____