



## LUXURY TRAVEL CONCIERGE FEES

(Effective January 1, 2024)

Service	Fee	Additional Notes
<b>Initial Consultation</b>	<b>COMPLIMENTARY</b> , no obligation!	This is a chance for me to get to know a little about you, and you a little about me. Grab a slot on my <a href="#">calendar</a> and we'll have a chat.
<b>Hotel/Cruise Booking Only (for DIY Planners)</b>  -or- <b>All Inclusive Chillaxing Sun &amp; Sand / Fly &amp; Flop</b> (USA, Canada, Mexico & The Caribbean)	<b>COMPLIMENTARY</b> Virtuoso Partner/Preferred Partner Luxury Hotels and Luxury Cruise Lines  <b>\$150 USD</b> (Other Brands)	You're a DIY Planner who already has an idea where you want to stay, and would like to have a credentialed agent on record for reservation management support, logistical coordination, and advocacy during the travel period.  Booking a <b>Virtuoso</b> or <b>Preferred Partner</b> hotel property or cruise line through me offers you the VIP upgrades and amenities that come with booking through a Virtuoso travel advisor. Browse Virtuoso partner hotel properties <a href="#">here</a> and luxury cruise lines <a href="#">here</a> and let me know when you're ready to book!  <i>NOTE: End-to-End Itinerary Planning Services are <u>not</u> included in Hotel-Only, Cruise-Only, or All Inclusive Sun &amp; Sand or Fly &amp; Flop Bookings.</i>
<b>Quick Solo Getaway (&lt; 5 nights)</b>	<b>\$250+ USD</b> Itinerary Planning Fee	My End-to-End Itinerary Planning Services Include: <ul style="list-style-type: none"> <li>• Destination Research &amp; Itinerary Planning</li> <li>• Researching flights (domestic and international)</li> <li>• Researching and arranging activities and experiences</li> <li>• Arranging transfers to/from airports, hotels and ports</li> <li>• Making reservations for specialty dining and spa services</li> <li>• Developing your digital itinerary</li> <li>• Re-confirming all bookings and reservations</li> <li>• Preparing &amp; organizing your travel confirmation materials</li> <li>• Requesting exclusive upgrades &amp; perks where available</li> <li>• Researching travel requirements/restrictions per destination</li> <li>• Offering of travel insurance to protect your investment</li> <li>• Acting as your advocate before, during, and after the travel period</li> <li>• Other ad-hoc, super-hero firefighting tasks that might arise!</li> </ul>
<b>Travel Within North America</b> (USA, Canada, Mexico & The Caribbean)	<b>\$350+ USD</b> Itinerary Planning Fee, 2 weeks or less, Group of 6 or less, 1 destination.	
<b>Travel Outside North America</b>	<b>\$450+ USD</b> Itinerary Planning Fee, 2 weeks or less, Group of 6 or less, 1 destination.	
<b>Trip Duration &gt; 2 weeks</b>	Additional fees apply	Additional fees commensurate with the added level of complexity apply, and are determined after the Detailed Consultation.
<b>Group Size &gt; 6</b>		
<b>Multi-Destination Travel</b>		
<b>Air Ticketing</b>	<b>\$100 USD</b> per domestic ticket. <b>\$150 USD</b> per international ticket.  <b>\$50 USD</b> per client-initiated change (per ticket)  <i>*These fees are in addition to any fees the airline may be charging.</i>	My host travel agency's air team will be the credentialed agent on record for your air travel for management support and advocacy before, during and after the travel period. Using this service may save you much time and stress in the event things go awry at the airport and last minute flight changes are required.  In some cases, my host agency's affiliation with Virtuoso may be able to access contractual fares lower than those publicly published for International Business and First Class travel. Outside of this, it is recommended you apply your miles and/or airline loyalty points for booking your own air travel, if you have them..
<b>Expedited Trip Planning Within 60 days of Departure</b>	<b>\$500 USD</b> Rush Fee	I strive to curate the highest quality itinerary for my clients, and therefore must charge a fee for prioritizing and expediting this service with my destination partners. Late bookings also require more time and effort as the field of selection and available space becomes increasingly limited. <i>It's always best to plan trips well in advance for this reason.</i>
<b>Post-Booking Revisions, Rescheduling or Cancellation</b>	<b>\$150 USD</b> Fee (per traveler)	Client-initiated changes that lead to a major retooling of an in-progress itinerary take additional time and effort, not only on my part but also on the part of the destination partners I collaborate with.



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The Itinerary Planning Fee will be charged once the client officially authorizes me to move forward with trip research and planning.

Fees cover my time and effort in planning. All fees are non-refundable, regardless of whether the client ultimately travels.

Office Hours by **Appointment Only**

Luxe Itinerary is an Affiliate of **Coastline Travel Group**, a **Virtuoso Member Agency**