

How to book a tour with us

Procedures and Non-Refundable Deposits:

- Our introductory conversation and initial consultation is free.
- After our initial discussion, if you wish to proceed with planning your custom tour, we ask that you send us: i. a completed Client Information Form; ii. a signed Summary & Checklist agreeing to these Terms and Conditions, and iii. a non-refundable itinerary planning fee of \$575.00. (This deposit is applied toward your total tour cost.)
- When we receive the items above, we will
 put together a proposed itinerary for you
 to review. Any changes to this first draft
 are made at no charge.
- Once you approve your revised itinerary, we require that you send us i. your signed authorization to book your tour, and ii. a non-refundable booking deposit of \$975.00 per person. (This deposit is also applied toward your total tour cost).
- 21 days after we receive your booking authorization and deposit, we will send you
 i. an itinerary with the booking status, and

ii. a general information packet including health, visa, and other travel requirements for your destination.

- 30 days later, we will send you an itinerary with your final booking status and total tour cost.
- * Full tour payment is due 60 days prior to departure and must be received along with a signed waiver of responsibility before your detailed itinerary and final tour documents can be sent to you.
- Without full payment and a signed waiver of responsibility, tour arrangements will be canceled and applicable cancellation costs will be charged.

Caveats

In special circumstances we must charge the booking deposit straight away.

- For the holiday season, villa rentals and other peak season travel when availability is always an issue. While researching options we may need to make bookings on the spot to offer a viable proposal.
- For Reservations made less than 30 days prior to departure.
- Special events such as the Olympics, the World Cup and other International Sporting

Events, International Art Fairs, Famous Regional Festivals (Bhutan, Pushkar, Palio etc) since much more research is needed and bookings often need to be made to hold space.

Surcharges will apply for peak / holiday season.

Please sign and return the summary of these terms and conditions along with the client information form and itinerary planning fee to start your travel journey with us.

Once you have booked a tour

Charges for Itinerary Changes

- The changes to the initial draft of the itinerary are made at no charge.
- Subsequent air, rerouting, and hotel changes are \$150 per person per change.
- Changes during the tour incur: a minimum handling charge of \$150 per person per change and all additional accommodation, transport, and communications costs associated with the change. Because arrangements are pre-paid, there will be no adjustments or refunds for any unused services.

Tour Cancellations and Refund Policy

- After receipt of final itinerary and total tour cost - 70% refund of tour cost.
- 36-59 days prior to departure 25 % refund of tour cost
- 35 days or less prior to departure no refund of tour cost.
- No shows no refund of tour cost

Unused tour services - no refund

Air cancellation fees will be in accordance with airlines' published rules and regulations.

Hotel, air & ground cancellation policies vary considerably and will be applicable on an individual basis and supercede the above general cancellation policy.

In addition, holiday and high season booking often require full, non-refundable payments well in advance. For this reason we highly recommend purchasing travel insurance.

Trip Cancellation/Interruption Insurance

What happens if you are unable to travel due to an emergency?

We suggest you seriously consider purchasing Trip Cancellation/Interruption Insurance at the initial stage of tour booking. Our deposits are non-refundable, and cancellation fees reflect the costs incurred when putting a custom tour together. (Once the booking process begins, our work of designing and booking the trip is concentrated largely in the first four to eight weeks.)

We recommend Travel Guard, an independent provider



Tel: 1-800-454-7107

Web:http://www.travelguard.com/agentlink.asp?ta_arc= 33526533&pcode=&agencyemail=nyoffice@ourpersonalguest.com

Please refer to the insurance provider directly for the terms and exact nature of the coverage.

We recommend the service of TRAVEL GUARD based on our perception of service delivery of the insurance company. You will have to judge and decide yourself the nature and value of insurance that you need. "Pre-Existing Medical Conditions" restrictions are usually waived for clients who buy travel insurance within 15 business days of their initial trip deposit; the trip deposit could be your purchase of flight ticket or payment to the travel company taking care of your travel/tour arrangements. if you purchase travel insurance within this timeframe (and you have a valid claim), the full cost of the tour, including deposits and cancellation fees, will be covered; in this case, if you must cancel your trip, your only out-of-pocket expense will be the cost of the travel insurance.