

**Travel Service Handling Fee
(Domestic Travel)**

Thank you very much for choosing our company.
We will charge you the following travel service fees for handling your trip.

1. Application fee

A deposit equivalent to at least 30% of the tour fee is required as an application fee. The deposit will be carried over as part of the tour fee.

2. Tour handling charge (arranged tour contract)

(1) Handling charge

The following fees will be charged for making reservations and arrangements for tours.

Handling charge	Combination of accommodation, transportation, sightseeing tickets, etc.	20% of the total trip cost (the lower limit is the total of the lower limit of the handling charge listed below)
	Accommodation only	Up to 20% of the cost per accommodation arrangement (minimum ¥1,100) (If you stay at the same facility for consecutive nights, it will be considered as one case.)
	Transportation only	Up to 20% of the cost per transportation arrangement (Minimum 1,100 yen)
	Sightseeing tickets, guide services, etc. only	Up to 20% of the cost arrangement per service organization arrangement (minimum ¥1,100)

(2) Handling charges for cancellations and changes

When a change or cancellation is requested by the customer, the preceding paragraph (1) and the following amounts will be charged.

Changes	Accommodation	1,100 yen per arrangement
	Transportation, sightseeing tickets, etc.	1,100 yen per arrangement
Cancellations	Accommodation	1,100 yen per arrangement
	Transportation, sightseeing tickets, etc.	1,100 yen per arrangement

(Note) Cancellation fees, penalty fees, and other charges already paid or to be paid under the name of transportation, accommodation, etc. will be charged separately.

(Note) After all travel arrangements have been completed, a travel handling fee will be charged in the event that the customer cancels the trip at his/her request.

If any part of the arrangements has already been completed, a handling fee will be charged according to the proportion of the arrangements that have been completed.

Actual costs related to correspondence (postage, telephone charges, etc.) will be charged separately.

(3) Travel consultation fee (travel consultation contract)

Charge	Consultation for travel planning	Basic charge (2,200 yen for the first 30 minutes) and 2,200 yen for every 30 minutes after that In the case of e-mail, the consultation time is the working time for creating the e-mail.
	Creating a travel itinerary	3,300yen per case
	Create a quotation necessary for travel	3,300yen per case
	Provide information on travel destinations, transportation/accommodation facilities, and other travel related matters	1,100yen per case (A4 size)

(4) Tour conductor service

When a tour conductor accompanies the tour at the customer's request, the following amount will be charged.

Charge	From 33,000yen per a tour conductor per day
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(Note) We will charge the actual expenses that are necessary such as the transportation expenses of the tour conductor.

(5) Communication fee

Charge	When contacting for special or emergency arrangements, changes, or cancellations at the customer's request	1,100 yen per case
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Note: Consumption tax is included in the charges.

(Note) Actual communication costs will be charged separately.