

# Travel Arrangement Handling Fee

## Domestic Travel

### Handling fee for Arranged Tour

		description	fee
Arrangement Fee	Combined arrangement of Transportation and Accommodation	Group tour of 10pax and more	20% or less of the amount of the cost
		Personal tour (aside from the above)	20% or less of the amount of the cost
	Arrangement of accommodation	Group tour of 10pax and more	20% or less of the amount of the cost
		Personal tour (aside from the above)	20% or less of the amount of the cost
	Arrangement of transportation		20% or less of the amount of the cost
Escort Service (not including any cost of accommodation, transportation and etc )			¥33,000/day/ person
Alteration Fee of Arrangement	Combined arrangement of Transportation and Accommodation	Group tour of 10pax and more	20% of the original cost of the changed arrangement
		Personal tour (aside from the above)	20% of the original cost of the changed arrangement
	Change of transportation reservation and arrangement		20% of the original cost of the changed arrangement
	Change of accommodation reservation and arrangement		20% of the original cost of the changed arrangement
Cancellation Fee of Arrangement	Combined arrangement of Transportation and Accommodation	Group tour of 10pax and more	20% of the original cost of cancelled arrangement
		Personal tour (aside from the above)	20% of the original cost of cancelled arrangement
	Cancellation of transportation (including adjustment cost of unused ticket)		20% of the original cost of cancelled arrangement
	Cancellation of accommodation (including adjustment cost of unused voucher)		20% of the original cost of cancelled arrangement
Communications cost	Cases of communication and contacts to make urgent arrangement according to customer's request		¥550/case  (not including phone/ telegram charge)

- Note 1. Arranged group tour means cases where multiple travelers travel following a same itinerary appointing a representative among them.
2. In the case of cancellation/ alteration according to customer's request, the customer will be required to bear the cancellation charges, penalty and other expenses payable to the transport and accommodation facilities for the tour service not yet offered as well as the handling charge prescribed above.
3. Staying for two or more nights in a row at one accommodation may be treated as one case.
4. Those fees above include tax.

## Consulting Fee

		description	fee
Sightseeing Tour	1 Meeting for travel planning		Basic (up to 30min) ¥5,500
			Every 30min after the first 30min ¥3,300
	2 Creating+ a tour plan		¥3,300/ day of itinerary
	3 Estimate of travel costs (case of combined cost of transportation & accommodation)		Basic cost ¥3,300 Plus ¥1,100/ day-itinerary
	4 Estimate of travel costs of transportation		¥1,100/ arrangement
5 Providing travel information		¥1,100/ sheet (A4)	
On-site counseling upon customer's request		Additional charge	¥5,500

Note: Those fees above include tax.