



Schedule of Professional Service Fees

Service Fees	\$17.50 One-way domestic airfare, rail or bus per person		
	\$50.00 One-way domestic business class airfare per person		
	\$33.00 Return domestic airfare, rail or bus per person		
	\$75.00 Return domestic business class airfare per booking		
	\$55.00 Domestic package, tour or cruise per booking		
	\$65.00 International package, tours or cruise per booking		
	\$33.00 Other Services		
	\$55.00 - \$250.00 Itinerary planning per booking (credited towards reservation deposit once booked)		
Reservation deposit	Required at time of booking and is non-refundable regardless of reason for cancellation (in addition to any Supplier deposits)		
	\$55.00 per person for all domestic bookings		
	\$100.00 per person for all international bookings		
International travel essentials	\$60.00 Application processing for passport/visa per person (any consulate, courier or bank fees are in addition to this fee and will be confirmed to you upon application)		
	\$100.00 Application processing for passport/visa per person for non Taking Off Tours customers (any consulate, courier or bank fees are in addition to this fee and will be confirmed to you upon application)		
	\$30.00 Application processing for electronic visa per person per visa		
	\$50.00 Application processing for electronic visa per person per visa for non Taking Off Tours customers		
	\$25.00 Cash/Cash Passports or Foreign Currency Draft per transaction		
Frequent flyer redemptions	\$110.00 Redeem and book frequent flyer airfare per redemption		
Additional services	\$110.00 Provide essential information necessary for insurance claims when the insurance policy was not issued by Taking Off Tours		
	\$55.00 Bookings made with overseas or online Supplier per person		
	\$50.00 Late bookings made within seven days of departure per booking		
	\$20.00 Essential international phone calls and taxes per instance		
	\$100.00 Access to our after-hours emergency service per instance		
Amendment fees	Any changes made after the reservation is confirmed (in addition to Supplier amendment fees)		
	\$10.00 Coach or rail amendment per booking		
	\$25.00 Domestic amendment per booking		
	\$75.00 International amendment per booking		
Cancellation fees	For cancellations made to a deposited booking, regardless of reason for cancellation (in addition to Supplier-imposed fees)		
	Taking Off Tours will retain the reservation deposit and 10% of travel costs paid		
Credit card fees	1.4% for Visa	1.8% for American Express	1.4% for Mastercard
	3.00% for international cards issued outside Australia		

Fees are inclusive of GST where applicable.

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