

Item	Services Rendered by Travel Agents	Service Fees
A	FLIGHT RESERVATIONS & TICKETING	
1	Sale of Air Tickets	10% of total invoice (with a min. fee of \$40)
2	Redemption of Frequent Flyer Mileage (air tickets and upgrades)	\$100
3	Revalidation, Reissue or Re-routing (per passenger)	\$50
4	Processing of Refunds/Cancellations (Service fee is not inclusive of cancellation fees & refund charges imposed by airlines)	\$50
5	Deposits for Confirmed Flight Reservation (per passenger)	\$50
6	Internet Reservation (per passenger)	\$30
7	Fax or Internet Check-in (per passenger)	\$10
B	SUBMISSION OF PASSPORT/VISA APPLICATION	
1	Submission for Normal Visa Application	\$25
2	Submission for More Complex Visa Application (involving detailed screening of applicants)	\$100
C	DELIVERY OR COLLECTION OF TRAVEL DOCUMENTS	
1	Within CBD	\$20
2	Outside CBD	\$30
3	Urgent Delivery (within two hours)	\$40
D	CAR TRANSFER BOOKING FEE (not inclusive of actual transfer cost)	\$10
E	BOOKING FEE FOR HOTELS, CAR RENTALS & OTHER SERVICES	10% of invoice (with a min. fee of \$20)

A 1.5% interest charge on late payment will apply monthly for all outstanding invoices.

In the event of any cancellation, service fee is non-refundable.

