

Travel service handling fee summary (domestic travel)

Contents		Fee	
Handling charge	In case of the arrangement when the shipping company and the accommodation agency etc. is the same/combined	Over 8 people For group travel arrangement	Up to 20% of total travel fees
		Individual (in cases different to the above)	Up to 20% of the specified cost per case (or minimum charge of 1,100 yen per case)
	In case of accommodation voucher only	Over 8 people For group travel arrangement	Up to 20% of total accommodation fees
		Individual (in cases different to the above)	Up to 20% of the specified cost per case (or minimum charge of 1,100 yen per case)
	For transportation only		Up to 20% of the specified cost per case (or minimum charge of 1,100 yen per case)
Sightseeing voucher booking etc. per arrangement		Up to 20% of the specified cost per case (or minimum charge of 1,100 yen per case)	
Tour assistance fee	Main attendant *They manage the itinerary as tour conductor supervisors. (Travel expenses such as accommodation and transportation fees will be charged separately.)	One attendant on a motorcycle, 78,000 yen per day Van with one driver, 86,000 yen per day	
	Sub attendant *They assist under the supervision of the tour conductor leader. (Travel expenses such as accommodation and transportation fees will be charged separately.)	One attendant on a motorcycle, 68,000 yen per day Van with one driver, 76,000 yen per day	
Other service	Airport mediation, etc.	The amount we offer	
Change procedure fee	For arrangements between transport companies and accommodation locations	20% of the travel fees prior to change (the minimum is the total amount of the handling fees listed below.)	
	Reservation change of transportation arrangements (customer shall bear the cost difference required due to changes)	Up to 20% of the specified cost per case (or minimum charge of 1,100 yen per case)	
	Reservation change of transportation arrangements (Including accommodation voucher change)	Up to 20% of the specified cost per case (or minimum charge of 1,100 yen per case)	
Cancellation procedure fee	For arrangements between transport companies and accommodation places	20% of the travel fees prior to change (the minimum is the total amount of the handling fees listed below.)	
	Cancellation of transportation arrangements (Including settlement procedures for unused vouchers)	Up to 20% of the specified cost per case (or minimum charge of 1,100 yen per case)	
	Cancellation of accommodation agency arrangement (Including settlement procedures for unused vouchers)	Up to 20% of the specified cost per case (or minimum charge of 1,100 yen per case)	
Communication expenses	In case of contact for urgent local arrangements etc. upon customer's request	1,100 yen per case (Phone calls and/or data communication fees will be charged separately)	
Other fee	Japanese translation support fee	7,700 yen per case	
	Other handling charge not mentioned above	1,100 yen per case up to 20% of total cost	

1. Group organization fees refer to those case when a group of travellers establish a leader and travel together on the same journey.
2. In case of changes or cancellations at the customer's request, there may be additional cancellation fees applied by transport companies, accommodation etc, and all such costs shall be borne by the customer.
3. In case of consecutive nights at the same accommodation, it will be treated as a single case.
4. The above rates include consumption tax.

Consultati

Classification	Contents	Fee
sightseeing trip	(1) Consultation for creating customer's travel plan	Basic charge (up to 30 minutes) 2,200 yen After above, every 30 minutes 2,200 yen
	(2) Preparation of travel plan	22,000 yen per travel schedule and 11,000 yen per day
	(3) Create tour itinerary	5,500 yen per tour
	(4) Tour cost estimate	7,700 yen per case
	(5) Information on tourist areas, transport, accommodation, etc.	Material (A4 version) 2,200 yen per case
Consultation on business trips at customer's request		5,500 yen per case

1. Above rates include consumption tax.

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