

Mindy Gilbert, MCC

Vacation, Cruise & Honeymoon Specialist

My Vacation Lady

A division of Star Enterprises Travel

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Vacation Planning Fee Retainer Agreement

You have retained the services of Mindy Gilbert, MCC, also known as My Vacation Lady, to assist with the planning of your customized vacation. For these services, you have submitted a **Vacation Planning Fee** of \$50 per person.

1. A **Vacation Planning Fee** of \$50 per person is required for customized itineraries that include multiple travel components, using multiple travel suppliers to satisfy the needs of the clients or when the client needs assistance with the destination or type of vacation desired.

This fee includes but is not limited to:

- In depth consultation with clients to determine the right vacation for them
- Researching the destination, resorts, cruise ships for the right match
- Creating up to 2 itineraries that meets the client's needs
- Providing a competitive price quote
- Booking cruise, tours, and hotel/resort reservations
- Providing information on the destination or ports of call, whenever available.
- Providing assistance with shore excursions and sight seeing tours
- Updating the client on any changes that may arise and more

This fee is to cover my time and efforts in the event that you decide not to book this vacation or destination. Should you book the itinerary as presented, this fee is applied toward your final payment. If you decide not to book this vacation, this fee is considered to be NON REFUNDABLE.

2. Once your vacation is under deposit, should you decide or need to cancel your vacation, a **Refund Processing Fee** of \$50 per person will apply to the reservation. All cancellations must be in writing and must accompany a money order or signed and dated credit card authorization in the amount of \$50 per person before the cancellation can be processed. If final payment has already been made and the Vacation Planning Fee has been applied to the reservation and is not available to My Vacation Lady (as in the case of most cruises) a money order for the \$50 per person Agency Refund Processing Fee must be received in order for the reservation to be cancelled. The original Vacation Planning Fee will be refunded to your credit card along with all other refunds due. Please be advised that this is in addition to any supplier cancellation penalties. The Refund Processing fee might be able to be claimed on your travel insurance policy based on the terms of the policy.

We have read, understand and will abide by the Terms and Conditions provided by My Vacation Lady.

Client Name _____

Client Signature _____

Date _____

My Vacation Lady Representative :

Mindy Gilbert

Signature: *Mindy Gilbert*

Date _____

Please return a copy of this form and your check or money order, made out to Star Enterprises Travel. Once the retainer is received, we can begin planning your vacation.