

## Travel service handling fee summary

Handling fees related to arranged travel

Contents		Fee	
Handling charge	When the arrangement between the shipping company and the accommodation agency etc. is compounded	Over 10 people For group travel organization	20% of the amount of travel expenses
		Individual (in cases different from above)	JPY 1,100 per case
	In case of accommodation ticket only	Over 10 people For group travel organization	20% of accommodation face amount
		Individual (in cases different from above)	JPY 1,100 per case
	For transportation only		JPY 1,100 per case
Tour Conductor Arrangement Fee (Actual cost paid for the travel/accomodation of the tour conductor is seprately charged.)		JPY 33,000 per person per day	
Change Request Handling Fee	For arrangements between transport companies and accommodation places	Over 10 people For group travel organization	Up to 20% of travel fee before change of change part
		Individual (in cases different from above)	JPY 1,100 per case
	Reservation change / shipping arrangements	JPY 1,100 per case	
	Reservation change / shipping arrangements (Including accommodation voucher change)	JPY 1,100 per item	
Cancellation Handling Fee	For arrangements between transport companies and accommodation places	Over 10 people For group travel organization	20% of the travel fee before change of the part relating to the change
		Individual (in cases different from above)	JPY 1,100 per item
	Cancellation of transportation arrangements (Including settlement procedures for unused tickets)	JPY1,100 per item	
	Cancellation of accommodation agency arrangement (Including settlement procedures for unused tickets)	JPY 1,100 per item	
Communication Fee	In case of contact for urgent local arrangements etc. upon customer's request	JPY 1,100 per case (Call or telegraph fee will be different charge)	

1. Group organization fee refers to those case when a group of travelers establish a leader and travel together on the same journey.
2. In case of changes or canceling upon customer's request, in addition to cancellation fee determined by transport companies, accommodations, etc, above change procedure fee and cancellation procedure fee will be charged.
3. In case of consecutive nights at the same accommodation, it will be treated as one item.
4. Above rates include consumption tax.

Consultation fee

Classification	Contents	Fee
Sightseeing trip	(1) Consultation Fee for Travel Planning	JPY 2,200 Basic charge (up to 30 minutes) JPY 2,200 After above, every 30 minutes
	(2) Preparation of travel plan	JPY 2,200 per one day plan
	(3) Estimate the cost required for travel (In the case of a trip combining transportation agencies and accommodation agencies etc.)	JPY2,200. per estimate JPY1,100. per one day plan
	(4) Fare and Fare Estimates of Transportation Agencies	JPY 2,200 per case
	(5) Information on tourist areas, transportations, accommodations, etc.	Material (A4 version) JPY 2,160 per piece
Consultation on business trips at customer's request		On above (1) to (5) a JPY 5,500 fee will be applied

1. Above rates include consumption tax.