

DIPLOMA WORLD TRAVEL SERVICE

QT Travel Pty Ltd, trading as Diploma World Travel Service. Incorporated 1980, ABN 63 010 167 503
QLD Lic 766 NSW 2TA003633 SA TTA174837. Accreditations TCF, IATA, AFTA, ICCA.

Terms of Trade and Schedule of Fees - Effective 01 December, 2011

BF Itinerary Planning	• Specialist travel plan with quote presentation	\$120 (used as credit towards booking)
BF File Administration	• Reservations and Managing File	\$45.00 per file
	• Correspondence	included
	• Accounts/Archiving	included
	• Telephone/Email/Postage	included
	• Photocopy Passport Documents	included
	• Photocopy Air Tickets	included
	• Checking final Documents	included
	• Compiling final Documents	included
	• Standard Mail Delivery of Documents	included
BF Booking Deposit	• Non-refundable & in addition to fees charged by operator	\$120.00 per person
SF Security Document Delivery	• Courier for standard delivery of travel documents with passports	\$40.00 per satchel
	• Priority Courier for non standard delivery	As per courier schedule of fees
BF Late Booking Fee	• Booking within 10 days of Departure	\$200.00 per booking
TF Booking, Pricing & Issuing of Airline Tickets	• International Airfares*	\$120.00 p/p per ticket
	• Domestic, Trans Tasman & Pacific Airfares*	\$60.00 p/p per ticket
	• International Air Passes*	\$120.00 p/p per ticket
	• Round the World Airfares*	\$200.00 p/p per ticket
	• International Sector Fares*	\$60.00 p/p per ticket
	*Plus issuing fees levied by ticket offices	
BF Booking, Pricing & Issuing of Other Travel Services	• Rail and Bus Sectors*	\$35.00 per sector
	• International Rail Passes*	\$35.00 per pass
	• International Car Hire*	\$35.00 per hire
	• Hotel Booking/s*	\$35.00 per hotel
	• Ferry Services*	\$35.00 per sector
	*In addition to booking fees charged by service providers	
FCF Foreign Currency	• Bank Draft Orders	\$32.00 per draft
	• Foreign Cash/Cheque Orders	\$21.00 per order
SF Visa Applications	• Visa Fee	Costs on Application to Consulate
	• Courier to Consulate	Costs on Application to Visas Direct
	• Consular Communication/Visa Preparation	\$55.00 per person per visa
BF Amendment to Reservation/s	• Changes to bookings in addition to Charges by service providers	\$60.00 per change plus service provider amendment fees
XF Cancellation of Reservation/s & Other Travel Service/s	• Cancellation of Bookings	Commissions due to Diploma plus service provider cancellation fees and initial booking fee
	• Processing of refunds from suppliers	\$60.00 per supplier
BF Insurance Claims	• Assistance with Insurance Claim Documentation	\$120.00 per file
CCF Credit Card Merchant Fee/s	• Visa or Master Card	1.2% per transaction
	• a) Diners Club and b) American Express	a)2.6% & b)3.1% per transaction

Updated 01/12/2011 and replaces all previous issues