

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 24 July 2009

BF Itinerary Planning	• Quote for Air & Land travel	\$120.00 (non refundable if cancel)
BF File Administration	• Reservations and Managing File • Correspondence • Accounts/Archiving • Telephone/Email/Postage • Photocopy Passport Documents • Photocopy Air Tickets • Checking final Documents • Compiling final Documents • Standard Mail Delivery of Documents	\$40.00 per file
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 • Priority Courier for non standard delivery	\$40.00 per satchel As per courier schedule of fees
BF Late Booking Fee	• Booking within 10 days of Departure	\$200.00 per booking
BF Booking, Pricing & Issuing of Airline Tickets	• International Economy Air (max 4 sectors*) • Australian Trans Tasman & Pacific Airfares* • International Air Passes* • Round the World Airfares* • International Sector Fares* • Business & First Class Airfares (max 4 sectors)* <i>*Plus issuing fees levied by ticket offices</i>	\$120.00 p/p per ticket \$60.00 p/p per ticket \$120.00 p/p per ticket \$160.00 p/p per ticket \$60.00 p/p per ticket \$200.00 p/p per ticket
BF Booking, Pricing & Issuing of Other Travel Services	• Rail and Bus Sectors* • International Rail Passes* • International Car Hire* • Hotel Booking/s* • Ferry Services* <i>*In addition to booking fees charged by service providers</i>	\$35.00 per sector \$35.00 per pass \$35.00 per hire \$35.00 per hotel \$35.00 per sector
FCF Foreign Currency	• Bank Draft Orders • Foreign Cash/Cheque Orders • Passport Card	\$32.00 per draft \$21.00 per order 1%
SF Visa Applications	• Visa Fee • Courier to Consulate • Consular Communication/Visa Preparation	Costs on Application to Consulate Costs on Application to Travcour \$35.00 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 • Processing of refunds from suppliers	Commissions due to Diploma plus service provider cancellation fees and initial booking fee \$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 • a)Diners Club and b)American Express	1.8% per transaction a)2.3% & b)3.1% per transaction
BF Redemption of Frequent Flyer Points for Air Travel	• International & flights (max 4 sectors) • Domestic flights (max 4 sectors)	\$60.00 plus \$10 additional sectors pp \$60.00 plus \$10 additional sectors pp

Updated 24/07/09 and replaces all previous issues