

# Travel Agency Contract

## 1. Parties

The parties to this **Travel Agency Contract** ("**Contract**" hereinafter) is as follows;

**Travel Agency**

**Client**

## 2. Services to be Provided

Within the scope of this Contract, the Travel Agency agrees to provide the services indicated below;

## 3. Client Responsibilities

The Client agrees to provide accurate and complete information regarding credentials, travel preferences, dates, and all personal information necessary for bookings. The Client is responsible for ensuring that they have valid travel documents such as personal identity card, passport, etc.

The Client must comply with all entry requirements, health regulations, customs laws, and other legal stipulations of the countries they plan to visit. The Client may consult to the Travel Agency to learn about the requirements of each travel location.

The Client agrees to pay all service fees to the Agency as stipulated in this Contract, as well as any additional costs incurred for transportation, accommodations, tours, and other travel-related services. Payments must be made within the specified time frame provided in the Agency's invoices.

The Client knows and accepts any risks associated with travel, including but not limited to political instability, health hazards, and natural disasters. The Client agrees to stay informed about the current conditions in their travel destinations and make informed decisions.

#### 4. Price and Payment Terms

The details of the travel that the Client choose are as follows;

**Location:**

**Duration of Travel:**

**Accommodation Preference:**

**Transportation Preference:**

The Client agrees to pay the following service fees and costs to the Travel Agency;

**Travel Planning Fee:** \$\_\_\_\_\_ (non-refundable, due upon signing this Agreement)

**Booking Fee:** \$\_\_\_\_\_ per booking (due upon confirmation of each booking)

**Transportation Costs (Total):** \$ \_\_\_\_\_

**Accommodation Costs (Total):** \$ \_\_\_\_\_

**Additional Expences ( \_\_\_\_\_ ): \$ \_\_\_\_\_**

The estimated total cost for the services and travel arrangements is \_\_\_\_\_. This estimate is based on the current prices and availability and may change. The Travel Agency shall immediately inform the Client of any significant changes in costs.

A non-refundable deposit of \_\_\_\_\_ is due upon signing this Contract. This deposit will be applied towards the total cost of the services. Payments for bookings and other arrangements will be invoiced as they are confirmed. These payments are due within \_\_\_\_\_ days of the invoice date. The remaining balance is due no later than \_\_\_\_\_ days before the start of the Client's trip.

Late payments will incur a late fee of \_\_\_\_\_ per day until the payment is received. If the payment is not received within \_\_\_\_\_ days of the due date, the Travel Agency reserves the right to cancel the Client's bookings and terminate this Contract.

## 5. Cancellations, Changes and Refunds

Client may rescind this Contract within \_\_\_\_\_ following the signing of the Contract by giving a written notice to the Travel Agency. In such a case too, the initial deposit cannot be refunded.

If the Client cancels any bookings, they may be subject to cancellation fees as per the policies of the service providers (airlines, hotels, etc.). The Agency will assist in securing refunds where possible but cannot guarantee the amount or timing of such refunds.

If the Agency cancels any bookings due to non-payment or other breaches of this Agreement by the Client, the Client will not be entitled to any refund of the service fees or initial deposit.

## 6. Travel Insurance

The Client is responsible to have an appropriate travel insurance that covers all the travel period. If the Client chooses not to purchase travel insurance, they will be required to sign a waiver acknowledging that they have declined coverage and assume all risks associated with their decision. By declining travel insurance, the Client agrees that the Travel Agency shall not be held liable for any losses, damages, or additional costs incurred as a result of events that could have been covered by travel insurance.

## 7. Confidentiality

The Travel Agency agrees to maintain the confidentiality of the Client's confidential information and privacy and shall not disclose or use any confidential information except as necessary to perform the services specified in this Contract or as required by law. The Travel Agency shall take all reasonable precautions to protect the confidentiality of such information and prevent its unauthorized disclosure or use.

The Travel Agency may disclose the Client's confidential information to its employees, subcontractors, agents, and service providers who need to know such information in order to perform the services outlined in this Contract, provided that they are bound by confidentiality obligations no less restrictive than those contained herein.

If required, the Travel Agency may also disclose Client's confidential information to administrative authorities, customs houses, transportation companies, tour companies, healthcare providers etc, limited to the performance of the services to be provided within the scope of this Contract.

## 8. Miscellaneous

- **Severability** - If any provision of this Agreement or any application of this Contract shall be found contrary to state or federal law, then this provision shall be deemed invalid, except to the extent permitted by law, but all other provisions hereof shall continue in full force and effect.
- **Amendments and Modifications** - This Contract shall not be amended or modified except in writing executed by both parties.
- **Assignment** - Neither Party may assign this Contract or any rights or obligations hereunder without the prior written consent of the other party, except that the Travel Agency may assign this Contract without such consent in connection with a merger, acquisition, or sale of all or substantially all of its assets.
- **Notices** - Any notices required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally, sent by registered or certified mail (return receipt requested), or sent by overnight courier, to the address set forth in the first page of this Contract.
- **Non-Waiver** - No failure or delay by either party in exercising any right, power, or privilege under this Contract shall operate as a waiver thereof.
- **Governing Law and Jurisdiction** - This Contract shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_. Any legal action or proceeding arising out of or relating to this Contract shall be brought in the courts of \_\_\_\_\_, and each party consents to the jurisdiction of such courts.

**Travel Agency**

**Name**

**Date**

**Signature**

**Client**

**Name**

**Date**

**Signature**

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