

## Schedule of Professional Service Fees

<b>Service Fees</b>	\$75.00 Domestic airfare per person	
	\$75.00 Trans Tasman airfare per person	
	\$100.00 International airfare per person	
	\$75.00 Domestic package, tour or cruise per person	
	\$150.00 International package, tour or cruise per booking	
	\$55.00 - \$250.00 Itinerary planning per booking (credited towards reservation deposit once booked)	
<b>Reservation deposit</b>	Required at the time of quotation and is non-refundable regardless of reason for cancellation (in addition to any Supplier deposits)	
	\$100.00 per person for all domestic bookings	
	\$200.00 per person for all international bookings	
<b>International travel essentials</b>	\$100.00 Application processing for passport/visa per person (any consulate, courier or bank fees are in addition to this fee and will be confirmed to you upon application)	
	\$30.00 Application processing for electronic visa per person per visa	
	\$35.00 Cash/Cash Passports or Foreign Currency Draft per transaction	
<b>Frequent flyer redemptions</b>	\$200.00 Redeem and book frequent flyer airfare per redemption	
<b>Additional services</b>	\$200.00 Provide essential information necessary for insurance claims when the insurance policy was not issued by How We Travel	
	\$65.00 Bookings made with overseas or online Supplier per person	
	\$75.00 Late bookings made within seven days of departure per booking	
	\$20.00 Essential international phone calls and taxes per instance	
	\$100.00 Access to our after-hours emergency service per instance	
<b>Amendment fees</b>	Any changes made after the reservation is confirmed (in addition to Supplier amendment fees)	
	\$55.00 per amendment per booking	
<b>Cancellation fees</b>	For cancellations made to a deposited booking, regardless of reason for cancellation (in addition to Supplier-imposed fees)	
	How We Travel will retain the reservation deposit and 10% of travel costs paid	
<b>Credit card fees</b>	1.4% for Visa	1.8% for American Express
	1.2% for Mastercard	3.00% for international cards issued outside Australia

Effective 01 March 2023. Fees are inclusive of GST where applicable.

Shop 2, 26 Clarence Street, Port Macquarie NSW 2444  
(02) 6584 4334 | sales@howwetravel.com.au  
www.howwetravel.com.au | ATAS No. A13644

