

BREKKE TOURS & TRAVEL

Customized Independent Travel Process



As a destination specialist, Brekke Tours offers a wide range of services to Scandinavia, including independent customized travel arrangements:

INDEPENDENT TRAVEL ARRANGEMENT PROCESS:

- **Customized Independent Travel Request Form:** Your customized travel arrangements begin with submitting our Customized Independent Travel Request Form. Upon receipt of your form and initial \$200 non-refundable independent planning fee, a Brekke travel professional will provide suggestions and create your personal day-to-day itinerary. As this service entails detailed knowledge and time to process, an initial \$200 planning fee is required. This fee will be applied to the final balance of your land package with a minimum purchase of \$2000 per person.
- **Itinerary Proposal:** After creating your personal itinerary, your Brekke travel advisor will send a proposed itinerary for your review. Changes can then be requested and the itinerary submitted for pricing. During this process, no reservations (hotel, tours or flights) are made until the itinerary proposal is submitted for booking as per your approval. Please note that because we do not hold inventory, we must await written confirmation for your reservation from our suppliers. Confirmations could take up to 7-10 business days to receive depending upon supplier response time.
- **Confirmed Itinerary:** Once your travel services are confirmed, your travel advisor will advise you of the final package price, identify any changes that were made during the booking process and if needed, provide an updated quote for additional services not yet booked (airfare, car rental, trip insurance). Any changes made after the itinerary is confirmed may incur a change fee. Upon acceptance of our package price, services are pre-booked and subject to pre-payment.
- **Deposit and Final Payment:** Provided your departure date is greater than 90 days, a deposit of \$500 per person is due within 7 days of receiving your confirmed itinerary. If we have not received a deposit within 7 days, your reservations are subject to cancellation. Final payment is due 90 days before departure, but can be made at any time prior to this deadline.
- **Travel Documents:** Travel documents will be sent via email to the address/addresses provided on your Independent Travel Request form within 1-2 weeks from your departure date. If you choose to have documents printed and mailed to you or would like to request your documents sooner, a processing and shipping fee of \$50 will be added to your final invoice.

ADDITIONAL INFORMATION

- **Estimated Costs:** Package prices typically start at approximately \$275/person/day, subject to time of year, type of hotel accommodations, inclusion of trains, ferries, meal, venues, etc.. Car rental and airfare are priced separately.
- **Late travel arrangements:** Customized travel requests received less than 45 days prior to departure may be subject to a minimum late booking fee of \$50 per booking, provided we can accept the request.

CUSTOMIZED INDEPENDENT TRAVEL REQUEST FORM

Please complete & return to: Brekke Tours & Travel • 802 N. 43rd. St. Grand Forks, ND 58203
1-800-437-5302 • Tours@BrekkeTours.com • www.BrekkeTours.com • Fax: 701-780-9352

A non-refundable \$200 independent travel fee is required for all customized independent travel arrangements. This fee will be applied to the final balance of your land packages with a minimum purchase a \$2000/per person

I/we hereby request a proposal for a customized itinerary based on the following information:

CONTACT PERSON: _____ Email: _____

Phone: (____) _____ /Home (____) _____ /Work (____) _____ /Cell _____

Enclosed is my/our independent non-refundable travel fee payment of \$200. If payment by credit card is preferred, please indicate how your information will be provided (for security reasons, do NOT email credit card details):

Credit card payment made online. Please visit www.brekketours.com (click "Make a Payment" in the top right-hand corner).

Credit card payment sent by mail. Charge \$ _____ to my/our VISA MASTERCARD AMEX

Card # _____ Exp. Date ____/____/____ CVC# _____ Cardholder's Name _____

Billing Address _____ / _____ / _____ / _____
(No. & Street) (City) (State) (Zip Code)

TRIP INFORMATION:

Travel budget: \$ _____ Estimated package prices start at \$275/person/day, subject to type of hotel accommodations requested, meal inclusions, venues included, time of year, etc. Car rentals & airfare are priced separately.

Number of Passengers: _____ # of children: _____ Please specify ages: _____

Preferred month of travel or if available, indicate specific dates: _____ Maximum # of days: _____

Mode of transportation: I/we prefer car rental public transportation please make suggestion

Note: Public transportation may restrict our itinerary suggestions.

Type/Number of Room(s): Double _____ Twin (2 single beds) _____ Triple/Quad _____ Single _____

I/we prefer upgraded hotel properties / rooms where available

Please send my final documents by: Email Mail (**Mailed documents will incur a \$50 fee**)

ITINERARY DETAILS / ROUTE: Please list cities/areas you would like to visit along with the number of nights or time that you would like to spend in each location. If a visit needs to be arranged on a specific date, please note below.

Cities/areas to visit	# of overnights:	Places to visit / Things to do
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List areas to pass through (no overnight)	Approximate time needed:	List areas to pass through (no overnight)	Approximate time needed:
_____	_____	_____	_____
_____	_____	_____	_____

How did you hear about our services: _____

Additional Comments or Special Requests: _____