



6571 N. AVONDALE • CHICAGO, ILLINOIS 60631
(773) 763-6161 • FAX (773) 792-2053
1-800-323-8308 (outside Illinois)

CUSTOM ITINERARY PLANNING FEES

In order to provide Custom Itinerary Consultation Services and to research/reserve your vacation plans. The Travel Gallery requires a \$100 **non-refundable** deposit per couple/room. Additionally, processing fees such as the following may be charged:

- \$25 per domestic airline ticket issued; \$50 per international airline ticket issued
- \$25 per set of rail reservations, including the purchase of rail passes, per person
- \$20 per non-prepaid hotel and/or car reservation confirmed
- \$20 per hotel or car reservation cancelled (prepaid or not prepaid), in addition to any hotel or car company imposed penalty
- \$20 document delivery fee (via UPS) if documents are not picked up at The Travel Gallery
- \$50 per itinerary change, once your itinerary has been confirmed in writing and reservations have been processed. This is in addition to any supplier-imposed change fees.
- \$100 per person cancellation penalty should you be unable to go on your reserved/paid vacation, in addition to any supplier-imposed cancellation fees. Note that this penalty may not be covered by travel insurance.

We can provide you with an estimate of your total fees once we have been given your desired itinerary/dates of travel and can determine what will be involved in putting your request together.

Your signature below indicates understanding and acceptance of these fees. Please sign and return (either via fax to 773-792-2053 or email info@travelgalleryinc.com) with a credit card number, expiration date, security code, plus a photocopy of both sides of the credit card and a copy of either your driver's license or passport photo page. Once we receive this information, we will proceed with our consultation and research for your travel arrangements.

Signature: _____

Printed Name: _____ Date: _____

Credit Card #: _____ Exp.Date: _____ Security Code: _____