

Private Trip Agreement

When you book a Private trip with Butterfield & Robinson, we begin a process that involves committing ourselves both to you and to our contacts around the world. This involves expenses, some of which we would not be able to recoup in the event that you cancel your trip. Therefore, we have developed the following *Private Trip Agreement*.

Trip Development Fee

A non-refundable Trip Development Fee is required to begin working on your customized itinerary. This fee will be applied to your final balance. More than two months prior to travel, the Trip Development Fee is US\$500. Within two months of travel, the Trip Development Fee is US\$1,500. There may be special situations where a different or additional Trip Development Fee will be requested at the discretion of Butterfield & Robinson.

Price

The trip price is based on the number of participants in your group and your itinerary details. Any changes to the size of your group, more than 30 days prior to departure, could alter the trip price for each participant. Any changes to your itinerary details, up to the day of departure, could also alter the trip price for each participant.

Payment Terms

Private trips require a deposit of US\$1,500 per person to confirm each participant's reservation. There may also be circumstances where additional deposits are required, such as reserving an entire château, chartering a ship or booking an Independent style trip. The balance of payment must be received no later than 95 days prior to departure and is payable by wire, cheque or credit card, in the same currency as your deposit. Butterfield & Robinson reserves the right to alter each trip's deposit and cancellation terms when special circumstances exist.

Cancellation Policy

Days prior to start of trip

270+	\$1,500 deposit is refundable as cash†
96 – 269	\$1,500 deposit refund as trip credit <u>or</u> \$500 as cash
61 – 95	25% of trip price
31 – 60	50% of trip price
0 – 30	100% of trip price

†There are occasions when B&R's vendors have different cancellation terms or require non-refundable deposits, which travellers will be responsible for in the event of cancellation. We will do our best to alert you to these fees at time of booking.

We recommend that you purchase Cavalry Elite Travel Insurance or another form of cancellation protection. Please ask us for further details.

Authorization

If you agree to the above terms and conditions, please sign and return this agreement to begin planning your Private trip. Fax number: 1-416-915-8007.

NAME:

PHONE NUMBER:

BILLING ADDRESS:

BILLING ADDRESS IS THE SAME AS MY MAILING ADDRESS (CIRCLE ONE): YES NO

SIGNATURE:

DATE:

CREDIT CARD:

EXP:

SEC. CODE:

TRIP DESTINATION:
