



## Schedule of Professional Service Fees

<b>Service Fees</b>	\$20.00 One-way domestic airfare, rail or bus per person		
	\$50.00 One-way domestic business class airfare per person		
	\$50.00 International airfare per person		
	\$100.00 Business and first class airfare per person		
	\$50.00 Complex itinerary planning per booking (credited towards reservation deposit once booked)		
<b>Reservation deposit</b>	Required at time of booking and is non-refundable regardless of reason for cancellation (in addition to any Supplier deposits)		
	10% of booking total per booking		
<b>International travel essentials</b>	\$60.00 Perth consulate application processing for up to two passports/visas (any consulate or bank fees are in addition to this fee and will be confirmed to you upon application)		
	\$80.00 Interstate consulate application processing for up to two passports/visas (any consulate or bank fees are in addition to this fee and will be confirmed to you upon application)		
	\$100.00 Application processing for passport/visa per person for non Albany Travel and Cruise customers (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		
	\$50.00 Application processing for electronic visa per person per visa for non Albany Travel and Cruise customers		
<b>Frequent flyer redemptions</b>	\$50.00 Redeem and book frequent flyer airfare per person		
<b>Additional services</b>	\$50.00 Provide essential information necessary for insurance claims when the insurance policy was not issued by Albany Travel and Cruise, per person		
	\$50.00 Bookings made with overseas or online Supplier per booking		
	\$50.00 Late bookings made within seven days of departure per booking		
	\$20.00 Essential international phone calls and taxes per instance		
<b>Amendment fees</b>	Any changes made after the reservation is confirmed (in addition to Supplier amendment fees)		
	\$44.00 Domestic amendment per person		
	\$75.00 International amendment per person		
<b>Cancellation fees</b>	For cancellations made to a deposited booking, regardless of reason for cancellation (in addition to Supplier-imposed fees)		
	Albany Travel and Cruise will retain 10% of the booking total excluding insurance		
<b>Credit card fees</b>	1.4% for Visa	2.8% for American Express	3.00% for international cards issued outside Australia
	1.4% for Mastercard	3.0% for Diners Club	

Fees are inclusive of GST where applicable.

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