

Terms and Conditions – Travel Service Fee

	Contents	Charge
(1) Arrangement fees	In the event of combined arrangements for accommodations, transportation, sightseeing tickets, airline tickets, etc.	Within 20% of the total trip cost *The minimum amount is the sum of 550 yen per accommodation, 550 yen per transportation, 550 yen per sightseeing ticket, and 1,100 yen per person per sector for airline ticket reservation and ticketing.
	For lodging tickets only	Within 20% of the cost per accommodation arrangement (minimum 550 yen)
	For transportation only	Within 20% of the cost per transportation arrangement (minimum 1,100 yen) *If the cost is less than 5,500 yen, a handling fee of 1,100 yen will be charged.
	For sightseeing tickets only, etc.	Within 20% of the cost per arrangement for each sightseeing ticket, etc. (minimum 1,100 yen) If the cost is less than 5,500 yen, a handling fee of 1,100 yen will be charged.
	For airline tickets only	Within 20% of the airfare per person per sector (minimum 1,100 yen); if the airfare is less than 5,500 yen, the handling charge will be 1,100 yen.
(2) Change procedure fee	Up to 20% of the travel expenses for the accommodation, transportation, sightseeing tickets, airline tickets, etc., which are changed or cancelled in question. The minimum amount shall be the aggregate of ¥550 per accommodation, transportation, sightseeing ticket, etc. per arrangement, and ¥550 per airline ticket per person per sector.	
(3) Cancellation fee		
(4) Consultation fee	(1) Consultation for making customers' travel plans	Basic fee (up to 30 minutes) 2,200 yen 2,200 yen per 30 minutes thereafter
	(2) Travel planning	2,200 yen per case
	(3) Estimate of necessary expenses for the trip	2,200 yen per case
	(4) Provision of information on travel destinations and transportation, accommodation, etc.	1,100 yen per document (A4 size)
	(5) On-site consultation at the customer's request	5,500 yen increase from (1) through (4) above
(5) Accompanying service fee	–	33,000 yen per person per day per attendant
(6) At airports, etc. Mediation Service Fee	–	11,000 yen per mediator
(7) Communication expenses	In case of emergency communication for local arrangements, etc. at the request of the customer.	550 yen per case (excluding telephone and communication charges)

(Note 1) Consumption tax is included in the above fees.

(Note 2) "Travel Expenses" means the expenses to be paid to the transportation and accommodation facilities, etc. under the name of fares, accommodation charges, etc.

(Note 3) The above fees do not include telephone charges, communication charges, shipping charges, and other actual costs. Actual communication costs may be charged separately.

(Note 4) The above fees are non-refundable even if the tour is cancelled.

(1) Arrangement fees

- Arrangement" includes only ticketing without reservation.
- In the case of consecutive nights at the same facility, it will be treated as one arrangement per case.
- Arranging transportation" means arranging JR, private railways, buses, ferries, etc.
- Simultaneous arrangements for the same transportation service will be treated as one arrangement, regardless of one-way/round-trip, sector, number of passengers, etc.
- Arranging sightseeing tickets" means arranging admission tickets, meal tickets, shrine and temple tickets, etc.

(2) Change procedure fee (3) Cancellation procedure fee

- Charges will be applied for changes or cancellations after arrangements have been made. A change fee will be charged for each change.
- Arrangement fee (1) above will be collected separately.
- Any cancellation fee, accommodation charge, penalty or other charges already paid or to be paid to the hotel or transportation facility shall be charged separately.

(5) Escort service fee

- Transportation, accommodation, and other expenses necessary for the tour operator to accompany the tour will be charged separately.

(6) Fees for mediation services at airports, etc.

- If the service is performed between 10:00 p.m. and 5:00 a.m., or on Sundays, national holidays, or during the year-end and New Year holidays, the fee will be increased by 5,500 yen.
- Actual transportation costs will be charged separately.