

TRAVEL AGENT SERVICES AGREEMENT

Location: _____ Date: _____

Agency Information:

Agency Name: _____

Business Address: _____

Phone/Email: _____

Authorized Representative: _____

Client Information:

Full Name: _____

Address: _____

Phone/Email: _____

Passport or ID Number: _____

Services to Be Provided:

The Travel Agent agrees to provide travel planning and booking services to the Client, including but not limited to arranging transportation, accommodations, tours, and travel insurance as requested by the Client. The Travel Agent shall use reasonable skill and care in providing such services and shall act as the Client's agent for the purpose of making travel arrangements.

Fees and Payment:

The Client agrees to pay the Travel Agent fees as detailed in the attached Schedule of Fees. Payments are due according to the terms specified and may include deposits, final payments, or other charges related to travel bookings. The Travel Agent may require full or partial payment prior to booking services on behalf of the Client.

Cancellation and Refund Policy:

The Client acknowledges that cancellations may be subject to fees and penalties imposed by travel suppliers, which may be passed through by the Travel Agent. The Travel Agent will make reasonable efforts to obtain refunds or credits on behalf of the Client but does not guarantee any refund. The Client is responsible for understanding the cancellation policies of all travel components booked.

Client Responsibilities:

The Client shall provide accurate and complete travel information and documentation necessary for bookings. The Client agrees to comply with all applicable laws, regulations, and travel requirements. The Client is responsible for obtaining necessary visas, vaccinations, and travel insurance.

Travel Agent Liability:

The Travel Agent acts as an intermediary between the Client and travel service providers and shall not be liable for any

personal injury, property damage, or other loss arising from travel services or products. The Travel Agent's liability shall be limited to the amount of fees paid by the Client for the services rendered under this Agreement.

Force Majeure:

Neither party shall be liable for failure or delay in performance due to causes beyond their reasonable control, including but not limited to acts of God, war, terrorism, pandemics, government restrictions, or natural disasters.

Confidentiality:

Both parties agree to keep confidential any proprietary or sensitive information obtained in the course of this Agreement, except as required by law or with prior written consent.

Governing Law and Dispute Resolution:

This Agreement shall be governed by and construed in accordance with the laws of the United States and the applicable state law where the Travel Agent maintains a principal place of business. Any disputes arising from this Agreement shall be resolved through good-faith negotiations or, if necessary, binding arbitration in accordance with the rules of a recognized arbitration organization.

Termination:

Either party may terminate this Agreement upon written notice to the other. Termination shall not affect any obligations or liabilities accrued prior to termination.

Entire Agreement and Amendments:

This Agreement, including any attached schedules, constitutes the entire agreement between the parties and supersedes all prior discussions or agreements. Any amendments must be in writing and signed by both parties.

Severability:

If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Notices:

All notices under this Agreement shall be in writing and deemed delivered when mailed by certified mail, courier, or email with delivery confirmation to the addresses provided by the parties.

AGENCY REPRESENTATIVE SIGNATURE

CLIENT SIGNATURE

Signature: _____

Signature: _____

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