

Standard General Conditions of Travel Agency Business

Schedule of Travel Business Handling Charges (Domestic / Arranged Tours)

These are the travel business handling charges we receive from travelers under an Arranged Tour Contract. All amounts include consumption tax. The charges are posted at our office and are made clear to the traveler before the contract is executed. This schedule forms part of the document explaining the terms of the transaction required under Article 12-4 of the Travel Agency Act.

Arrangement charges

Category	Details	Charge
Arrangement charge	Combined arrangement of transportation and accommodation facilities, etc. (group: 15 persons or more)	20% of the total travel cost
	Individual (cases other than the above)	20% of the total travel cost (minimum ¥2,200 per arrangement)
	Accommodation vouchers only (group: 15 persons or more)	20% of the total travel cost (minimum ¥1,100)
	Accommodation vouchers only (individual)	Up to 20% of the cost per arrangement (minimum ¥1,100)
	Transportation only	Up to 20% of the cost per arrangement (minimum ¥1,100)
Escort service charge	Per escort, per day	¥44,000
Alteration handling charge	Combined arrangement of transportation and accommodation facilities, etc. (group: 15 persons or more)	Up to 20% of the total travel cost (minimum ¥5,500)
	Individual (cases other than the above)	Up to 20% of the total travel cost (minimum: the sum of the minimum charges for each arrangement)
	Alteration of a transportation reservation or arrangement	¥1,100 per case
	Alteration of an accommodation reservation or arrangement (including replacement of an accommodation voucher)	¥1,100 per case
Cancellation handling charge	Combined arrangement of transportation and accommodation facilities, etc. (group: 15 persons or more)	Up to 20% of the total travel cost
	Individual (cases other than the above)	Up to 20% of the total travel cost (minimum: the sum of the minimum charges for each arrangement)
	Cancellation of a transportation arrangement (including settlement of unused tickets)	¥1,100 per case
	Cancellation of an accommodation arrangement (including settlement of unused accommodation vouchers)	¥1,100 per case
Communication expenses	Where, at the traveler's request, we make urgent communications for on-site arrangements, etc. (telephone and telegram charges are separate)	¥3,300 per case

Consulting fees

Category	Details	Charge
Sightseeing travel	(1) Consultation for the preparation of the traveler's travel plan	Basic charge ¥4,400 (up to 30 minutes); ¥2,200 for each additional 30 minutes
	(2) Preparation of a travel plan	¥3,300 per itinerary
	(3) Estimation of the expenses necessary for the travel (combined arrangements)	¥3,300 per case
	(4) Estimation of transportation fares and charges	¥2,200 per case
	(5) Provision of information on places of travel and on transportation and accommodation facilities, etc.	¥2,200 per A4 page of materials
Consultation away from our office at the traveler's request	Added to the charges in (1) through (5) above (transportation and other actual costs are separate)	¥5,500 in addition to the above

Notes:

1. Cancellation fees are charged separately in accordance with the Standard General Conditions of Travel Agency Business.
2. The charges above do not include telephone, communication or other actual costs. Such costs may be charged separately.
3. Handling charges are payable even where the travel is cancelled at the traveler's request after the travel contract has been executed.
4. We do not currently handle Overseas Trips.