



## Elán Standard Planning Fees

The following fees are for individual travelers, couples, or family/personal groups sharing accommodations and originating and departing together for leisure travel from the same point.<sup>1</sup>

<sup>2</sup> Elán works in conjunction with other advisors and local providers, clearing most transactions through Direct Travel, Inc. Fees may be directly invoiced by Elán.

Client setup fee: \$5,000. Includes interview to set up and build database profiles for immediate family, including preferences, health information, passport/CBP identifiers, and mapping out initial travel plan.

Full Itineraries (including, as applicable, air travel planning<sup>3</sup>, transfers, accommodations and local experiences):

- For individuals, couples and family groups of four or less individuals:
  - \$400/travel day<sup>4</sup>
- Travel for families or groups of five or more:
  - To be determined, but generally a multiple of that quoted above

Hotel/Resort/Cruise-only bookings:

- \$200/night of accommodation for individuals and families/personal groups sharing accommodations (a single room, suite, combination of up to three rooms, villa or ship's cabin)

Concierge Services (local sightseeing, dinner reservations, theatre bookings, etc.):

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<sup>1</sup> Effective January 1, 2023. Fees quoted above are for the preparation and presentation of an initial itinerary. Subsequent changes, inquiries and additional services will be billed at \$400/hour, charged in .25 hour intervals; minimum charge of \$400. Travel services are provided pursuant to the Terms and Conditions found at <https://www.elantravel.net/travel.html>.

<sup>2</sup> Annual fee option: Effective January 1, 2023, \$25,000 for travel planning services of full itineraries and concierge type services, as defined above (for an individual or couple), entitling the client for planning/concierge services for up to 90 days of travel per calendar year. Those opting for the annual fee option after January 1 will be charged on a *pro rata* basis for the number of months remaining in the year, at the rate of \$1667/month. Travel planning requests exceeding 90 days will be charged at 50% of the hourly rates quoted above. In the event of a client request for substantial changes to an agreed itinerary, the new travel arrangements will be counted against the client's 90 days of planning services on a day-for-day basis. The day of departure and the day of return are counted as travel days for the purpose of this agreement.

The availability of this annual fee option is capped at 12 clients.

<sup>3</sup> Air ticketing processing fees are separate and not included in the fees cited herein.

<sup>4</sup> All fees are subject to change. Especially complex customized itineraries are subject to additional fees, regardless of the length of itinerary.

•\$400/hour of advisor services, charged in .25 hour intervals<sup>5</sup>

•Minimum charge of \$400 (one hour)

Cancellation fee: 10% of full booking price. Note that this may not include cancellation/penalty fees imposed by the vendors/suppliers (hotel, cruise line, tour operator, etc.), which in some cases may call for full forfeiture of payments.

Festive/“Last Minute” Surcharge: all fees are subject to an additional 25% surcharge during the Festive Season, running from approximately December 18 to January 5, and for urgent/last minute travel requests.

Invoicing: Payable upon invoicing. Unless otherwise agreed, 50% of the anticipated fees for each trip will be payable upon commencement of planning. The balance is due upon presentation of the itinerary. Note that vendors/suppliers may require payment for reservations on a different schedule.

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<sup>5</sup> Each .25 hour interval is defined as any period from one to 15 minutes