

PRICE LIST FOR TRVEL PLANNING/PREPARATION SERVICES (as of January 2019)

	For Group 1-10	For Group 11-20	Additional Charge
A. Consultation via email	¥10,000 per	¥10,000 per	¥10,000 per
B. Crafting an Itinerary with 1 revision	¥15,000 per	¥15,000 per	¥5,000 for revising the itinerary after the 1 st revision
C. Scheduled Meeting by phone / skype / in-person	¥10,000 up to 1 hour	¥10,000 up to 1 hour	¥5,000 for every 30 minutes beyond the first 1 hour
D. Hotel & Restaurant Research/ Reservation Services excluding air flight reservations	¥3,000 for per initial reservation. Deposit may be required. The fee still applies even if the reservation is cancelled	¥5,000 for per initial reservation. Deposit may be required. The fee still applies even if the reservation is cancelled	¥3,000 -- ¥5,000 for redoing per reservation. Deposit may be required. The fee still applies even if the reservation is cancelled
E. Packaged Services including 1 consultation, up to 2 scheduled meetings (phone/skype/in-person), crafting an itinerary with 1 revision and basic reservation services in D.	¥30,000 -- ¥32,000 per day X # of days spent on the given project. If the original group size is larger than 10 during the prep period, ¥32,000 per day fee applies	¥32,000 per day X # of days spent on the given project	Fees for revisions and additional services are based on # of additional days worked on the project OR the individual fees in A, B, C, and/or D apply.

DEPOSIT & PAYMENT METHOD

<p>For Services A, B, C and E: Please pay 50% of the total amount by or on the day of rendering initial services and pay the remaining balance 7 days prior to departure date by wire transfer.</p>
<p>For Packaged Services D: Please pay 50% of the total amount within 14 days after the initial consultation and the remaining balance 7 days prior to departure by wire transfer.</p>

CANCELLATION POLICIES and CHARGES

Before the requested services in A, B, C, D and/or E have been rendered	0% (no charge) with a 3-day advance notice
After the requested services in A, B, C, D and/or E have been rendered	100%
No-Show at the reserved facilities or cancellation during their penalty period	You are responsible for any penalty / no-show fee imposed by the service providers/facilities. We are not responsible such charges.

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