

Schedule of Professional Service Fees

Service Fees	\$11.00 One-way domestic airfare, rail or bus per person	
	\$33.00 One-way domestic business class airfare per person	
	\$22.00 Return domestic airfare, rail or bus per person	
	\$55.00 Return domestic business class airfare per person	
	\$55.00 Domestic package, tour or cruise per booking	
	\$50.00 International package, tours or cruise per booking	
	\$33.00 Other Services	
	\$55.00 - \$250.00 Itinerary planning per booking (credited towards reservation deposit once booked)	
Reservation deposit	Required at time of booking and is non-refundable regardless of reason for cancellation (in addition to any Supplier deposits)	
	\$55.00 per person for all domestic bookings	
	\$100.00 per person for all international bookings	
International travel essentials	\$60.00 Application processing for passport/visa per person (any consulate, courier or bank fees are in addition to this fee and will be confirmed to you upon application)	
	\$100.00 Application processing for passport/visa per person for non Forward Travel Pty Ltd customers (any consulate, courier or bank fees are in addition to this fee and will be confirmed to you upon application)	
	\$30.00 Application processing for electronic visa per person per visa	
	\$50.00 Application processing for electronic visa per person per visa for non Forward Travel Pty Ltd customers	
	\$25.00 Cash/Cash Passports or Foreign Currency Draft per transaction	
Frequent flyer redemptions	\$110.00 Redeem and book frequent flyer airfare per redemption	
Additional services	\$110.00 Provide essential information necessary for insurance claims when the insurance policy was not issued by Forward Travel Pty Ltd	
	\$55.00 Bookings made with overseas or online Supplier per person	
	\$50.00 Late bookings made within seven days of departure per booking	
	\$20.00 Essential international phone calls and taxes per instance	
	\$150.00 Access to our after-hours emergency service per instance	
Amendment fees	Any changes made after the reservation is confirmed (in addition to Supplier amendment fees)	
	\$10.00 Coach or rail amendment per booking	
	\$25.00 Domestic amendment per booking	
International amendments: If you wish to change your arrangements after they have been confirmed and deposited, a \$150.00 administration fee will be charged, in addition to any extra costs. Should any amendments be made inside 60 days prior to travel, in the instance where travel was planned and booked outside 60 days prior, an amendment fee of \$55.00 will apply to each amendment.		
Cancellation fees	For cancellations made to a deposited booking, regardless of reason for cancellation (in addition to Supplier-imposed fees). Forward Travel Pty Ltd will retain the deposit as follows:	
	CRUISES: Before final payment - Loss of deposit After final payment - 100% of cruise price	
LAND BASED TOURING: 60 days or more before departure - Loss of deposit 30 days or more before departure - 50% of tour price		
Within 30 days of departure - 100% tour cost Changes to these conditions will be advised at time of booking		
AIRFARES: Airfare cancellations vary. The minimum cancellation fee is the deposit you have paid. After final payment some will be 100% non-refundable, and some will have airline cancellation charges. The rules for your particular airfares will be advised to you prior to payment is made.		
Credit card fees	1.5% for Visa	2.2% for American Express
	1.3% for Mastercard	3.25% for international cards issued outside Australia

Fees are inclusive of GST where applicable.

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