



Travel Planning Handling Fees (Domestic Travel)

(Explanatory Document of the Terms of Transaction outlined in Article 12-4 of the Travel Agency Act)
For Individual Clients

Thank you very much for your business with our company.
Please note the following travel service fees that are charged with regard to handling our customers' travel.

Handling Fees for Arranged Tours (Domestic)

	Type	Contents	Cost (Tax Included)
Arranged Travel	Arrangement Fees	Transportation Agency Reservations	Up to 15% of total travel costs
		Accommodation, car rental, pick-up/drop-off, admission tickets, and other services	1,000 yen/person per case
		Craft Tourism, study trips, and other visits (up to 8 people)	3,000 yen/person per case
		Craft Tourism, study trips, and other visits (9 or more people)	+ 1,500 yen/person
		Tour Conducting Fee (excludes travel expenses such as lodging and transportation)	40,000 yen: 1 Tour Conductor/day
		Interpretation Fee (English, other languages. Excludes travel expenses such as lodging and transportation)	50,000 yen: 1 interpreter/day
	Change Fees	Changes to transportation agency reservations	3,000 yen/person per case
		Changes to accommodation, car rental, pick-up/drop-off, admission tickets, and other services	1,000 yen/person per case
		Changes to Craft Tourism, study trips, and other visit reservations and arrangements (up to 8 people)	3,000 yen/person per case
		Changes to Craft Tourism, study trips, and other visit reservations and arrangements (9 or more people)	+ 1,500 yen/person
	Cancellation Fees	Cancellation of transportation agency reservations (Includes adjustments for unused tickets)	3,000 yen/person per case
		Cancellation of accommodation, car rental, pick-up/drop-off, admission tickets, and other services	1,000 yen/person per case
		Cancellation of Craft Tourism, study trips, and other visit reservations and arrangements (up to 8 people)	3,000 yen/person per case
		Cancellation of Craft Tourism, study trips, and other visit reservations and arrangements (9 people or more)	+ 1,500 yen/ person
Communication Fees	In the case of emergency communication for local arrangements, etc. made at the customer's request.	1,000 yen/case (Telephone charges not included))	
Travel Consultation	Planning Fees	Consultation and itinerary preparation for travel planning (up to 2 days)	30,000 yen
		Consultation and itinerary preparation for travel planning (3 days or more)	+ 10,000 yen /day
		Consultation and itinerary preparation for travel planning (up to 2 days) Express Charge *For arrangements less than 30 days before the first day of travel	50,000 yen
		Consultation and itinerary preparation for travel planning (3 days or more) Express Charge *For arrangements less than 30 days before the first day of travel	+ 15,000 yen/ day

(Notes)

1. Arrangement fees will be charged in addition to the actual cost of each trip.
2. In the case of change or cancellation at the customer's request, cancellation fees set by the transportation carrier and/or accommodation, etc., as well as the above-mentioned reservation and arrangement change processing fee and/or cancellation procedure fees, will be charged.
3. Consecutive nights at the same lodging facility will be treated as one case.
4. The above rates include consumption tax.

(2024.1.1)