

Schedule of Professional Service Fees

Service Fees	\$55.00 Domestic airfare per person
	\$110.00 International airfare per person
	\$110.00 Domestic package, tour or cruise per booking
	\$110.00 International package, tour or cruise per booking
	\$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
	\$110.00 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 Greenhills Travel Centre customers (any consulate, courier or bank fees are in addition to this fee and will be confirmed to you upon application)
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 Greenhills Travel Centre
	\$55.00 Bookings made with overseas or online Supplier per person
	\$55.00 Late bookings made within seven days of departure per booking
Amendment fees	Any changes made after the reservation is confirmed (in addition to Supplier amendment fees)
	\$25.00 Domestic amendment per booking
	\$55.00 International amendment per booking
Cancellation fees	For cancellations made to a deposited booking, regardless of reason for cancellation (in addition to Supplier-imposed fees)
	Greenhills Travel Centre will retain the reservation deposit and up to 15% of travel costs paid
Payment options & fees	Only EFTPOS, cash, direct deposits and cheques accepted for payment. No fees apply.

Fees are inclusive of GST where applicable.

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