

Jan Mauer, Certified Travel Consultant (CTC)
Luxury Travel Advisor



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HOW TO GET STARTED

- 1) To get started, [contact Exciting Vacations, LLC](#) with your travel inquiry.
- 2) I will send you my travel questionnaire, which you can complete and send back to me so I can better understand your vacation style and interests.
- 3) Once I receive the travel questionnaire, I'll schedule a complimentary consultation so we can get to know each other.
- 4) Next, I will ask that you complete the Travel Planning Agreement and submit your retainer, which will be applied to your final payment.
- 5) Once I receive the signed agreement with payment, I will prepare your vacation itinerary with two to three travel options for your consideration.
- 6) I will use your feedback about the itinerary to fine-tune your vacation package until you are fully satisfied with the final itinerary.
- 7) Next, I will send you my Terms & Conditions as well as my Credit Card Authorization form.
- 8) To book your vacation, a deposit will be required. This deposit amount will depend upon the travel wholesaler with whom I work for your vacation. Final payment will be due approximately 60 to 90 days prior to your departure.
- 9) I will send travel documents or e-documents after your final payment is received, and approximately two weeks prior to your departure. We will review this information together, and I will answer any questions you may have.
- 10) I will be in touch with you regarding your vacation prior to your departure. Should you need any assistance during your vacation, I will be available to help you.

Thank you, and I look forward to working with you!

Ms. Jan Mauer
Owner, President & Luxury Travel Advisor
Exciting Vacations, LLC