

ABC Company

123 Smith Street
 City, State 01234
 Office: 001 (123) 456-7890

Reservations Email: tours@abccompany.com

Create rate agreements for each tier on your internal rate matrix & to correspond with the Tiered Pricing and Travel Trade Distribution Chart.

This grid presentation of product & pricing is easy to read & understand.

2023 Tour Operator NET Rate Agreement – Valid Now Through March 31, 2024

Activities	Adult		Child/Kids (12 and under)	
	RETAIL	TO NET	RETAIL	TO NET
Guided Tours				
Street Art Bike Tour	\$69.00	\$xxxx	\$49.00	\$xxxx
Sweet Spots Bike Tour	\$89.00	\$xxxx	\$69.00	\$xxxx
Urban Farming Bike Tour	\$89.00	\$xxxx	\$69.00	\$xxxx
Main Street Eats Walking Food Tour	\$69.00	\$xxxx	\$69.00	\$xxxx
Segway Tour*	\$84.00	\$xxxx	\$84.00	\$xx.xx
Bicycle Rentals				
Full Day Bike Rental	\$30.00	\$xxxx	\$20.00 (kids bike) \$15.00 (child seat)	\$xx.00 (kids bike) \$xx.00 (child seat)

Key Notes:

- *Segway participants must be at least 12 years old and 100-260 lbs. (45 kg-117 kg) with a parent or 18 years old on their own.
- **For infants on Bike Tours - only pay for the cost of a baby seat rental, not the full price of tour - \$10
- Bike tour prices include bike, helmet, lock and water bottle.
- Sweet Spots & Main Street Tours includes food tastings.

Include important key notes that the Travel Trade buyers should be aware of.
Ex: minimums, ages & age restrictions, dress code and policies, meals, inclusions, etc.

Company Name

Company Address

Company Phone

Company Fax

Primary Account Contact Name

Primary Account Contact Title

Primary Account Contact Phone

Primary Account Contact Email

The footer should display the tiered pricing code offered to keep the tiered rats clear.

2023/24 TO Agreement – ABC Company

Prior to sending reservations, the following paperwork must be received, verified and approved:

- Sample Voucher
- Reservation and Reimbursement Contact Sheet
- Credit Application (All credit applications are subject to annual review)
- This Signed Agreement

DO NOT COPY WORD FOR WORD. Include the applicable booking policies, details, & notes that are in line with how your business will operate with the Travel Trade. Ex: billing, payment, cancellation policies, deposit, reservation & confirmation details, etc.

BILLING AND PAYMENT

1. Account billing terms are **NET 30 Days**. Past due accounts are subject to 1.5% interest per month on the outstanding balance.
2. For accounts over 90 days outstanding, ABC Company reserves the right to send regrets for future bookings. ABC Company will optionally accept payment by credit card for such future bookings until past due bills are settled.
3. Balances settled with credit cards are subject to a xx% reduction in commission.
4. ABC Company's standard procedure is to collect payment for services prior to or at the time the service is received. To better serve your company and clients, we have instituted the above mentioned 30 day billing procedure and would appreciate your diligent adherence so that we may continue to provide your customers with an outstanding experience.

RESERVATIONS AND CANCELLATIONS

1. ABC Company accepts FREE-SELL BICYCLE RENTALS with notification. These rentals will be billed upon voucher redemption.
2. All TOUR RESERVATION requests require 48-hour advance notification and confirmation of availability with ABC Company and are billed based upon this confirmation. Once reservations are made and confirmed by ABC Company to the operator, staff and bicycles will be assigned and taken out of tour inventory. Please email FIT reservations to tours@abccompany.com.
3. In the event of a cancelled tour or rental, written or verbal notification must be received at least 24 hours in advance. "No Shows" for reservations that have been confirmed directly with ABC Company for which inventory has been assigned will require full payment. Please e-mail all cancellations to tours@abccompany.com
4. Private Groups and Large Group Reservations of 10 or more riders must be made at least 48 hours in advance by calling 001 (123) 456-7890 or emailing tours@abccompany.com. Rates will be dependent upon group size and customization of tour.
5. **Confidentiality** – These provided NET rates are confidential and may not be disclosed to any other individual or company.

PASSENGER VOUCHER REDEMPTION INSTRUCTIONS

Please call 001 (123) 456-7890 at least 48 hours before desired tour date to confirm reservation and provide height information. On the day of tour, please arrive 15 minutes early to tour departure point with printed voucher and photo ID.

Authorized Name (Printed)

Signature

Date

Thank you!
The ABC Company team looks forward to showing
your clients an amazing time!