



Planning Services Terms & Conditions

Before sending us your deposit, it is important that you read and understand our Terms & Conditions. Please let us know if you have any questions. We would ask that you sign below acknowledging that you accept these Terms & Conditions and send a copy to us.

How it Works

1. We have an initial consultation via phone or email to clarify your hopes and aspirations for your trip, your personal interest, budget, and travel style to determine exactly what sort of experience you are after.
2. We then create a proposal to suit your needs and email you a projected scope of work with an estimate of our consulting fee.
3. You decide to have us go ahead with the planning and send us a signed copy of these Terms & conditions and an initial deposit of 50% towards the advising work, based on our agreed upon estimate, prior to commencing work on your behalf.
4. The balance of the consulting fee is due upon completion of the consultation. You will receive a detailed and itemized invoice of our work before the final payment is due. Payments are made by credit cards on Paypal.
5. After the final payment is received, we send to you the complete itinerary.
6. For any concierge services such as rental car arrangements, airplane reservations, travel transfers, lodging, specific guided tours, or any other reservations for events you would like to enjoy during your visit, we will use your credit card, as pre-authorized by you for those explicit details.

Travel Insurance

We strongly recommend that you purchase travel insurance. Lost baggage, delays, inclement weather, medical emergencies, and death in the family... these are just a few of the unfortunate events that can create havoc for your trip. Travel insurance protects you and your financial investment. We will be able to provide you with a custom quote at your request. We ask that when you sign the Agreement, you indicate in the space provided at the end of the Agreement whether you would like to purchase travel insurance or not.



Your Responsibilities

Hudson Valley Traveler is committed to making your trip as rewarding and fun as possible. However, we require your help to do so. For example, we rely on you to provide us with necessary personal information (age, passport & flight details, allergies, etc) and travel preferences (type of bed, dietary needs, special interests, etc.) so we can draft the right trip for you. We also ask that you respond to our questions in a timely manner so as not to delay the planning process.

Our Responsibilities

Hudson Valley Traveler recognizes the faith and trust you put in us to plan your travel. We will do our utmost to create and deliver the perfect trip for you. Our aim is to provide you with reliable and personalized service. We will respond to your messages promptly and will keep you informed as your itinerary evolves. If at any time you have questions or concerns, we ask that you let us know immediately so we can address them.

I acknowledge and agree to the terms and conditions of this Agreement:

Date _____

Name _____

Signature _____