



TRAVEL AGENT AGREEMENT 2021

HOW WE ARE MAKING IT EASIER FOR YOU

We understand we in the travel and tour industry all must stick together post-covid, so we are doing our best to make things easier for you.

1. **We are local and we are real:** You know who you are dealing with when you deal with Tour Local. Pop in for a coffee and a chat whenever you like. (ring first please).
2. **Publications for You:** We have a range of vibrant publications (ie. Extended Touring Booklet; One Day Tour Flyer – Monthly: + More) that we can make available to you.
3. **Itinerary Library Available:** Our FULL itinerary library is open and available to you online. Simply go to <https://www.tourlocal.com.au/itinerarylibrary/>
4. **Posters and Advertising:** We do ALL of our Posters and Advertising design in-house. So should you need something custom created for your windows or displays, we are happy to do this.
5. **Range of Tours:** From Over 50s One Day & Extended Tours; to Enjoyable and Exciting Winery Tours & VIP Events for all ages. We have something for everyone!
6. **We don't Contact your Clients:** We understand the bond between agent & client can be a bit of a sacred one, which is why we never look to contact your clients directly or add them to any of our databases.
We are more than happy for them to keep booking on our tours through you.
7. **Home Pickup & Return:** For all our Extended Tours of 3+ Nights, we guarantee a Home Pickup and Return Service within 60km of Pakenham.
For tours less than 3 nights, or locations outside of 60km, we will look to arrange something that means as little driving as possible for your clients.

HOW TO BOOK

- **ONLINE BOOKING PORTAL**
Book online via www.tourlocal.com.au
Remember to put YOUR contact information in the BILLING & CONTACT Fields and the Clients information in the PARTICIPANTS Field.
If you are an Agent on Rezdy, you will be able to find and book with us through this as well.
- **EMAIL**
You are welcome to email us directly at bookings@tourlocal.com.au to make a booking.
Please ensure you include all relevant client information when doing this.

REZDY

If you are a registered REZDY agent, we would be more than happy to add you as one of our agents. You can find us under ...

Tour Local Day Tours

Tour Local Extended Tours

We will then be able to send you out an Agent Confirmation for your bookings that show commissionable payment.



COMMISSION

We agree to pay the following commission on the following Tours, incl. gst.

- **EXTENDED TOURS - 9 Days or under = 7.5%**
- **EXTENDED TOURS - 10 Days or more = 10%**
- **ONE DAY TOURS - Over 50s Tours = 7.5%**
- **ONE DAY TOURS - Winery & Brewery Tours and VIP Events = 10%**
- **BASIC BUS CHARTER - 10%**

All commission is calculated based on total monies paid to Tour Local on behalf of the client. Total amount does not include surcharge if payment made via credit card.

PAYABLE

Commission is Payable upon Invoice from the respective agent at the time of the commencement of the tour.

REFUNDS & CREDITS

In the event that a client cancels a tour, and a refund is owed to them, then commission will still be paid to the Agent based on the percentage of monies that is retained by Tour Local. Tour Local reserves the right to exercise discretion in varying our refund/credit policy on a case by case basis.

When a credit is granted to the client, this credit will be managed by the respective Agent to use on behalf of the client at a later date. This credit is not transferrable to any other client.

Commission will be paid on the amount of the credit at the time of its creation with no further commission being payable when this credit is applied.

TOUR LOCAL CANCELLATION / COVID CANCELLATION

Where either Tour Local cancels a tour OR we are forced to cancel a tour due to Covid restrictions AND full refunds are provided, then no commission will be paid to the Agent. No commission is ever payable on any refunded portion of payment.

AGREEMENT

By signing below, you are agreeing to all of the above as well as our overarching Terms & Conditions as detailed at <https://www.tourlocal.com.au/terms-and-conditions/> as well as any tour specific conditions.

Name of Agent: _____

Company: _____

Signature: _____ Date: _____