

Travel Agent Checklist

By Kimberly French

- ☐ Selecting a Travel Agent
 - ☐ Decide whether you are looking for an agent with a specialty such as cruises, or an agent who handles any type of travel.
 - ☐ Ask your traveling friends for recommendations.
 - ☐ Consider choosing a travel agent online.
 - ☐ Research local agencies.
 - ☐ Ask agencies for a list of current clients that you can contact.
 - ☐ Check their credentials.
 - ☐ Call agencies you've chosen based on your research.
 - ☐ Narrow your choice of agency down to two or three.
 - ☐ Review all rates offered and gauge the level of comfort you had with each.
- ☐ Meeting with a Travel Agent
 - ☐ Know where you want to go and when.
 - ☐ Choose your mode of transportation.
 - ☐ Determine a realistic budget.
 - ☐ Talk to the agent about your specific plans and get written details.
 - ☐ See if they can offer you any deals such as upgrades and coupons.
 - ☐ Ask which services they charge for and how much will they cost.
 - ☐ Check whether insurance is offered.
 - ☐ Ask if they can be contacted 24 hours a day.
 - ☐ Always read all the paperwork carefully before you sign it.
- ☐ A Good Travel Agent
 - ☐ Asks to outline your trip.
 - ☐ Is open and honest with your answers.
 - ☐ Will gladly put together a sample tours.
 - ☐ Will describe availabilities in transportation, accommodations, and estimated costs.
 - ☐ Will always take your needs into consideration.