

# 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.