Travel Agent Checklist

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# Tasks:

☐ **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.**