TRAVEL PLANNING AGREEMENT

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Affiliate of Cornerstone Collective

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TRAVEL PLANNING AGREEMENT

This agreement is entered into on: _____

PARTIES

Travel Agent / Planner: Name: Rick Oelkers/Ramblin With Rick Services

Client:

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

1. PURPOSE OF AGREEMENT

This Travel Planning Agreement ("Agreement") outlines the terms under which **Rick Oelkers/Ramblin With Rick Services LLC** ("Agent") will provide travel planning and booking services to the above-named client ("Client"). Both parties agree to work together in good faith to plan and book the trip described below.

2. TRIP OVERVIEW

Destination(s): _____

Estimated Travel Dates: From: _____ To: _____

Number of Travelers: _____

Travelers' Names:

(Attach additional sheet if needed)

Occasion/Purpose of Travel:

☐ Leisure Vacation ☐ Honeymoon / Anniversary ☐ Family Vacation ☐ Destination Wedding ☐ Group Travel ☐ Corporate / Business Travel ☐ Other: _____

Estimated Budget: $ _____

3. SCOPE OF SERVICES

Agent agrees to provide the following services on behalf of Client:

☐ Flight research and booking ☐ Hotel / resort research and booking ☐ Cruise research and booking ☐ Car rental arrangements ☐ Transfer and transportation arrangements ☐ Tour and excursion bookings ☐ Travel insurance consultation and assistance ☐ Passport and visa guidance ☐ Itinerary planning and coordination ☐ Pre-departure documentation and travel documents ☐ Emergency assistance contact during travel ☐ Other: _____

4. CLIENT RESPONSIBILITIES

Client agrees to:

4.1 Provide accurate and complete information for all travelers, including full legal names (as they appear on government-issued identification), dates of birth, passport numbers, and any known dietary or mobility requirements.

4.2 Review all documents, itineraries, and booking confirmations promptly and notify Agent of any errors within **48 hours** of receipt.

4.3 Make payments according to the payment schedule outlined in this agreement or as communicated by Agent.

4.4 Inform Agent of any changes to travel preferences, party size, or dates as soon as possible.

4.5 Ensure all travelers have valid passports, required visas, and any necessary health documentation prior to departure.

4.6 Purchase travel insurance or sign a Travel Insurance Declination form.

4.7 Review and acknowledge all supplier terms and conditions.

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5. AGENT RESPONSIBILITIES

Agent agrees to:

5.1 Research and present travel options that meet Client's stated preferences and budget.

5.2 Book confirmed travel arrangements with reputable suppliers upon receipt of required payments.

5.3 Provide Client with all booking confirmations, travel documents, and necessary information in a timely manner.

5.4 Act as liaison between Client and travel suppliers for any issues that arise before or during travel, within Agent's capacity.

5.5 Maintain Client's personal and payment information with confidentiality.

5.6 Notify Client promptly of any changes, cancellations, or disruptions communicated by suppliers.

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6. PLANNING FEES AND SERVICE FEES

6.1 Planning Fee: A non-refundable planning fee of 10% of the cost of any services that ate not commissionable by the travel supplier is due upon accepting a reservation from a non-commissionable booking (Example Domestic Air Fare) . This fee covers the Agent's time and expertise in researching, planning, and coordinating travel arrangements, regardless of whether a booking is ultimately made.

6.2 Booking Fees: Additional booking or service fees may apply and will be disclosed in writing prior to booking.

6.3 Change/Rebooking Fees: Changes requested after booking confirmation may incur additional fees of $ _____$100.00_____ per change, in addition to any supplier change fees.

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7. PAYMENT SCHEDULE

Payment	Amount	Due Date
Planning Fee (non-refundable)	$	Due upon signing
Deposit	$	_____
Second Payment	$	_____
Final Payment	$	_____

All payments are non-refundable unless specified otherwise in writing.

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8. CANCELLATION POLICY

8.1: Cancellations must be submitted in writing to Agent.

8.2: Cancellation fees are assessed by travel suppliers and vary by booking type, supplier, and timing. Client acknowledges that cancellation may result in full forfeiture of funds paid.

8.3: The planning fee is non-refundable under all circumstances.

8.4: Agent will provide Client with the applicable cancellation policy for each component of their trip at time of booking.

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9. LIMITATION OF LIABILITY

Agent acts as an independent intermediary between Client and travel suppliers. Agent is not responsible for:

- The acts, errors, or omissions of any travel supplier
- Personal injury, property damage, or loss during travel
- Force majeure events (natural disasters, pandemics, political unrest, etc.)
- Supplier changes, cancellations, or overbookings
- Losses that could have been covered by travel insurance

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10. TRAVEL INSURANCE

☐ **Client accepts** travel insurance and understands Agent will provide options for review.

☐ **Client declines** travel insurance and acknowledges the financial risk of doing so. (Client must also sign Travel Insurance Declination form.)

11. COMMUNICATION

Client's preferred method of communication:

☐ Email: _____ ☐ Phone/Text: _____ ☐ Other: _____

Client agrees to respond to Agent's communications within **48 hours** during the planning process to avoid delays in bookings.

12. CONFIDENTIALITY

Both parties agree to maintain the confidentiality of any sensitive personal, financial, or business information shared during the planning process.

13. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Texas. Any disputes shall be resolved through binding arbitration before resorting to litigation.

14. ENTIRE AGREEMENT

This Agreement, together with any attachments, constitutes the entire agreement between Client and Agent regarding travel planning services. Any modifications must be made in writing and signed by both parties.

SIGNATURES

By signing below, both parties agree to the terms of this Travel Planning Agreement.

CLIENT:

Signature: _____

Date: _____

Print Name: _____

TRAVEL AGENT:

Signature: 

Date: 8/28/2026

Print Name: Rick Oelkers / Ramblin With Rick Services LLC

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