Date

Dear [client],

This is a letter of engagement between [client] and [your name here] of [your address here] d/b/a [your company here if you’re dba]. Following our recent discussions, you have requested that [company] make a proposal for X days of [service level] trip planning for your [month] trip to [destination].

**Statement of Work:** Please see the description in Exhibit A.

**Fees**: Fees are $[x] per planned day, for a project total of $[y]

**Payment:** A deposit is payable upon the signing of this agreement. The remainder will be invoiced upon delivery of final itinerary. Amounts not paid within 30 days of the final invoice date will be subject to interest charged at the rate of 1% per month.

**Termination or Trip Cancellation**: This agreement may be terminated by either party in writing, upon which all fees for services rendered (calculated pro rata for work completed) will remain due. If the trip is cancelled after hotels have been booked, an additional cancellation charge of $X per trip day will be applicable.

**Limitation of Liability:** Our liability is limited to the fees paid under this agreement.

[client], I am excited to be working with you! Please sign below and send back to me, and refer to invoice for initial payment.

Yours sincerely,

**[your company] [client]**

[Your name] Signed

Signed  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Date Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibit A - Statement of Work – [service level] Trip Planning Services**

Customized trip planning for a vacation to [destination] in [date] for [x] people, including

* Item 1 (example, overall itinerary)
* Item 2 (example, recs and booking of accommodations)
* Item 3 (example, recs and booking of activities)
* Item 4 (example, recs and booking of logistics)
* Item 5 (example, recs and booking of restaurants)
* Item 6 ( example, A written itinerary, accessed via our free app with printable pdf version. The itinerary includes: a daily summary, contact information for all bookings, records of all confirmations, details on all additional recommendations).
* Item 7 (example, Cultural advice (on tipping, travel insurance, packing, and more) so you depart prepared)
* Item 8 (example, On-trip support: you’ll have 24/7 access in case you need help with anything on your trip).