***BREKKE TOURS & TRAVEL***

***Customized Travel Services and Process***

*As a destination specialist, Brekke Tours offers a wide range of services*

*to Scandinavia, including customized travel arrangements for individuals,*

*families, groups, and organizations.*

**CUSTOMIZED TRAVEL ARRANGEMENT PROCESS:**

* ***Customized Travel Request Form:*** Upon receipt of your Customized Travel Request Form and initial $300 non-refundable planning fee, a Brekke travel professional will provide suggestions and create a day-to-day itinerary. As this service entails detailed knowledge and time to process, an initial $300 planning fee is required. This fee will be applied to the final balance of your land package with a minimum purchase of $2000 per person.
* ***Itinerary Proposal:*** Your Brekke travel advisor will send a proposed itinerary for your review for changes and approval. Once approved, the itinerary is submitted for estimated pricing. No reservations (hotel, tours or flights) are made until the itinerary proposal is submitted for booking. Please note that because we do not hold inventory, we must await written confirmation for your reservation from our suppliers. Confirmations could take up to 7-10 business days to receive depending upon supplier response time.
* ***Itinerary Confirmation:*** Once your travel services are confirmed, your travel advisor will advise you of the final package price, identify any changes that were made during the booking process and if needed, provide an updated quote for additional services not yet booked (airfare, car rental, trip insurance). Any changes made after the itinerary is confirmed may incur a change fee. Upon acceptance of our package price, services are pre-booked and subject to pre-payment.
* ***Deposit and Final Payment:*** Provided your departure date is greater than 90 days, a deposit of $500 per person is due within 7 days of receiving your confirmed itinerary. An additional deposit for airfare will be required for groups of 10 or more (if purchasing group airfare). If we have not received a deposit within 7 days, your reservations are subject to cancellation. Final payment is due 90 days before departure, but can be made at any time prior to this deadline.
* ***Travel Documents:*** Depending on your type of travel (escorted or independent), your travel documents will either be mailed or emailed within 1 to 2 weeks prior to your departure. Please see our Terms and Conditions for additional details.

**ADDITIONAL INFORMATION**

* ***Estimated Costs:*** Independent travel prices typically start at approximately $300/person/day, subject to time of year, type of hotel accommodations, inclusion of trains, ferries, meal, venues, etc.. Travel packages that include a private motorcoach and/or a tour director typically start at approximately $450/person/day. Car rentals and airfare are priced separately.
* ***Customized Group Travel:*** Additional services are provided to groups of 10 or more including assistance with group registration (collecting payments, arrange additional travel services for individuals, etc), providing promotional materials, and if requested, genealogical assistance (available for an additional charge). Please inquire upon registration.
* ***Late travel arrangements:*** Customized travel requests received less than 45 days prior to departure may be subject to a minimum late booking fee of $50 per booking, provided we can accept the request.

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Exploring open source software opportunities.



Consulting

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Consulting

**CUSTOMIZED TRAVEL REQUEST FORM**

*Please complete & return to:* Brekke Tours & Travel 802 N. 43rd. St. Grand Forks, ND 58203

1-800-437-5302 Tours@BrekkeTours.com www.BrekkeTours.com Fax: 701-780-9352

**A non-refundable $300 independent travel fee is required for all customized travel arrangements.**

**This fee will be applied to the final balance of your land packages with a minimum purchase a $2000/per person**

**I/we hereby request a proposal for a customized itinerary based on the following information:**

**CONTACT PERSON:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Home (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Work (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Cell

**Enclosed is my/our independent non-refundable travel fee payment of $300. If payment by credit card is preferred, please indicate how your information will be provided (for security reasons, do NOT email credit card details ):**

Credit card payment made online. Please visit www.brekketours.com (click "Make a Payment" in the top right-hand corner).

Credit card payment sent by mail. Charge $\_\_\_\_\_\_\_\_\_\_\_\_ to my/our VISA MASTERCARD AMEX

Card #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date\_\_\_\_\_/\_\_\_\_\_ CVC#\_\_\_\_\_ Cardholder’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_

(No. & Street) (City) (State) (Zip Code)

**TRIP INFORMATION:**

**Travel budget:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated package prices start at $275/person/day, subject to type of hotel accommodations requested, meal inclusions, venues included, time of year, etc. Car rentals & airfare are priced separately.

**Number of Passengers:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of children:\_\_\_\_\_\_\_\_ Please specify ages:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred month of travel** or if available, indicate specific dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Maximum # of days:\_\_\_\_\_\_\_

**Mode of transportation:** I/we prefer car rental public transportation private bus other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Public transportation may restrict our itinerary suggestions.*

**Type/Number of Room(s):** Double\_\_\_\_\_\_ Twin *(2 single beds)*\_\_\_\_\_\_ Triple/Quad\_\_\_\_\_\_ Single\_\_\_\_\_\_

I/we prefer upgraded hotel properties / rooms where available

**Please send my final documents by:** Email Mail ***(Documents for independent travelers will incur a $50 fee)***

**ITINERARY DETAILS / ROUTE:** Please list cities/areas you would like to visit along with the number of nights or time that you would like to spend in each location. If a visit needs to be arranged on a specific date, please note below.

Cities/areas to visit # of overnights: Places to visit / Things to do

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List areas to pass through Approximate time needed: List areas to pass through Approximate time needed:

 *(no overnight)*  *(no overnight)*

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How did you hear about our services:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Interests / Requests / Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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