

NO MORE CAPS ON SERVICE FEES!

The need for travel agents to charge fees for their services is more prevalent than ever. We make it easy to add additional fees for your expert services to all Apple Vacations bookings.

Service fees can be added to a booking as easy as 1-2-3 as it is being made, or to an existing booking:

New Bookings

- 1) Look for service fee field in the supplement screen
- 2) Enter the desired service fee amount and check mark each passenger on the booking you would like to charge a fee to.
- 3) Click **"Confirm"** button

Existing Bookings

- 1) Click the **"Revise Booking"** button
- 2) Click the **"Add/Remove Special Amenities"** button
- 3) Enter the desired service fee amount and check mark each passenger on the booking you would like to charge a fee to.

New Enhancement: No more sign-up forms and the amount field has now been uncapped and can now be changed by the agent to any amount desired (\$1 to a maximum of \$999 per person).

The exact service fee amount will need to be chosen by the agency for each booking. Service Fees do not have to be charged to all passengers on a booking; the decision is left to the agent, as to whom and how much the fees will be.

Please Note: The amounts per person for clients sharing a room must be the same, however if booking multiple rooms, the service fee amount per room may differ. Bookings with service fees must be paid with clients' credit card.

When an agency charges a service fee on an Apple Vacations booking, the agent/agency agrees to indemnify Apple Vacations for any claims later received from these passengers. The agency further agrees to reimburse any service fee monies due to Apple Vacations as a result of a credit card dispute within 7 days of notification and documentation by Apple Vacations to the agency. In order to cover processing and credit card fees payable by Apple Vacations, we will deduct a 10% processing fee from the agency's service fee. The net service fee (90%) will be remitted to the agency when commissions are paid. Canceled bookings will **NOT** result in the payment of an agency service fee.

Please contact the Apple Vacations Inside Sales Department if you have any questions at 800-365-2776 or appleinsidesales@applevac.com

These policies are subject to Pennsylvania law.

