



# TRAVEL BROKERS

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**IMPORTANT! CAREFULLY REVIEW YOUR INVOICE AND ALL DOCUMENTS TODAY! Check dates, times, itinerary, prices, policies, spelling of names, etc. Notify us immediately of any concerns or errors.** Please do not wait until the day of your trip. Travelers are responsible for the final check of their purchase. See the reverse side of this document for additional important information. **We appreciate your business! Have a good trip.**

**RECONFIRM ALL FLIGHTS PRIOR TO DEPARTURE AND PRIOR TO RETURN.**

[www.travelbrokersinc.com](http://www.travelbrokersinc.com) is open 24 hours a day for:

- Airport Parking Discount Coupons
- On-Line Check-In
- Flight Information
- Luggage and Carry-On Policies
- Viewing your Reservation
- Great travel deals!

**DISCLAIMER OF LIABILITY – The Travel Brokers, Inc. is acting as intermediary or as agent for suppliers in selling services, or in accepting reservations or bookings for services which are not directly supplied by the Travel Brokers, Inc. (such as air carriage, hotel accommodations, ground transportation, meals, tours, cruises, etc.). The Travel Brokers, Inc., therefore, shall not be responsible for breach of contract or any intentional or careless actions or omissions on part of such suppliers, which result in any loss, damage, delay, or injury to you or your travel companions, or group members. Unless the term “guaranteed” is specifically stated in writing on your ticket, invoice or reservation itinerary, we do not guarantee any of such suppliers’ rates, bookings or reservations. Your retention of tickets, reservations or bookings after issuance shall constitute a consent of the above, and an agreement on your part to convey the contents hereof to your travel companions or group members. The Travel Brokers, Inc. herein gives notice that it cannot be held responsible for any disruption for any duration of travel and/or related services in “troubled areas,” due to monetary crisis, political or social unrest, labor problems, mechanical or construction difficulties, climatic aberrations, local laws, diseases or novel conditions, including terrorist activities.**

**CAREFULLY REVIEW ALL TICKETS AND TRAVEL DOCUMENTS TODAY! Do not wait until the date of travel. Check the actual tickets and/or flight vouchers for accuracy. Be especially careful to check the travel dates, times, what is included and, if traveling to a foreign country, check entrance requirements. If someone else is picking up your tickets have him or her review them. Call us with any questions. Verification of the reservation accuracy rests with the traveler and traveling companions. Reservations and travel documents will be considered accurate if Travel Brokers management does not receive notification of an error within 24 hours of receipt of an invoice, itinerary, or travel documents.**

**RECONFIRMATIONS-** Flight times are subject to change or cancellation. You are responsible for checking for schedule changes by reconfirming all flights 24 hours prior to departure for domestic flights and 72 hours for international flights. Reconfirm again a few hours before departure to check for any late changes. Some airlines will cancel international reservations if they are not reconfirmed 72 hours in advance. Do not forget to reconfirm return flights 24 hours (domestic) or 72 hours (international) in advance as well. Call the airline directly at the number on the ticket jacket or in the documents.

**INTERNATIONAL TRAVELERS-** A Passport is required for travel outside the United States and for re-entry. In addition, some countries require other documents such as a Visa, tourist card, and/or health certificates. Some documents take a while to obtain. Request all necessary entry documents as soon as possible. It is your responsibility to determine and obtain all required documents.

**AIRPORT CHECK IN-** Minimum check-in time for domestic flights is 60 minutes and for international flights, 2 hours. Allow more time around the holidays and with some airlines. A government issued picture I.D. such as a driver's license is required for check-in. A Passport is required for international travel. The name on the ticket must match the I.D.

**OVERBOOKING OF FLIGHTS –** Airline flights may be over-booked, and there is a slight chance that a seat will not be available on a flight which a person has a confirmed reservation. A person denied boarding on a flight may be entitled to a compensatory payment. The rules for denied boarding compensation are available at all ticket counters.

**OTHER CHARGES-** Fares are subject to change without notice. No fare is guaranteed until purchased, however, some airlines, charter companies and other travel suppliers reserve the right to collect fuel surcharges, taxes and other charges after purchase. Please read all related travel documents, contracts, brochures, etc. if concerned.

**SUPPLIER BANKRUPTCIES –** If an airline or other supplier declares bankruptcy, it is not obligated to carry you or to refund tickets issued before the bankruptcy. In addition, Travel Agents are not allowed to refund tickets on suppliers that have declared bankruptcy pending court orders. If an airline or other supplier declares bankruptcy it might continue service, limit service or stop completely. Other airlines or suppliers may choose not to accept tickets from the defaulted supplier. If concerned about supplier bankruptcy consider purchasing the appropriate travel insurance.

**DELIVERY-** The Travel Brokers, Inc. will not be responsible for any costs incurred due to tickets/documents being lost, damaged, destroyed, or arriving late by U.S. mail or other delivery services when such service was requested by the customer.

**AIRLINE TICKETS-** Unless stated otherwise, in writing, any change to your ticket will result in a fee by the airlines and a fee by the Travel

Brokers, Inc. In addition, the new ticket may cost considerably more than the original ticket. No refund will be given if the new ticket costs less. If your plans change enroute, you may be able to apply some of the value of your ticket toward a new one by contacting the airline directly. Failure to use any portion of your itinerary may result in automatic cancellation of all continuing and return reservations or may result in an additional collection by the airlines or other travel supplier and/or the Travel Brokers, Inc. Unless stated otherwise, cancelled or unused tickets are non-refundable. Lost, stolen or destroyed tickets may result in a total loss of funds or a large service charge.

**HOTELS-** Hotels are usually confirmed on a guaranteed payment basis. If you cancel or change plans, please notify your hotel(s) within the time period specified by the hotel. A no-show status at a hotel booked under a guaranteed basis will result in a charge.

**CRUISES, CHARTERS AND TOURS-** Rules, penalties, and change fees for cruises, charter flights, and tours differ from those for regular scheduled air. Flight time changes are likely and perhaps major. A trip may be cancelled for any reason including low booking levels. In addition to any fee charged by the actual supplier and/or provider, the Travel Brokers, Inc. will assess a fee for any customer-requested changes or cancellation. Please read all applicable contracts, review brochures, and consult with your agent for additional details.

**TRAVEL INSURANCE-** Travel insurance is recommended. Your personal insurance may not adequately cover losses incurred by cancellation, accident, illness, and stolen or damaged property. Unless stated otherwise, in writing, travel insurance does not cover pre-existing health conditions. Please review the coverage carefully.

**BILLING-** Credit card purchases may be split and appear as two separate charges on your credit card statement(s), one by the airline (or other travel supplier) and one by the Travel Brokers, Inc.

Unless we are immediately notified you are acknowledging that you have reviewed the itinerary/invoice and have checked it for accuracy and that you understand all the terms, conditions, fees, change rules and refund policies associated with the travel arrangements as given on this notice and in other documents, invoices and brochures pertaining to this trip and you intend on using the complete itinerary as shown on this invoice. You also agree to convey this information to all traveling companions and you understand that travel insurance is available at an additional cost and, if purchased, you have reviewed the policy and understand the coverages.

If you have any questions please contact. We would be glad to help you.

**We appreciate your business! Have a good trip.**

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