

## HOW TO BOOK YOUR EDUCATIONAL TOUR



### Step 1: Make an Enquiry

If you have seen a particular destination or tour in our brochure and would like further information or advice, there are three simple ways to contact us:

1. **Phone:** Speak with one of our school tour specialists to have a chat about your requirements.  
+61 (03) 9245 7435 (Australia)
2. **Email:** [info@travelbandeducation.com.au](mailto:info@travelbandeducation.com.au)
3. **Online:** Alternatively you can look at our website, choose the tour you want and complete the [online enquiry form](#) via our brand new website [www.travelbandeducation.com.au](http://www.travelbandeducation.com.au)

*Our website shows only some of the educational tours we offer, so if you cannot find what you are looking for please do not hesitate to call or email. If you would prefer, we are able to come to meet with you at your school to discuss your school trips.*

### Step 2: Receive your tailor-made quotation

Working in consultation with you, we will develop a tailor-made tour quotation for your tour. Our bespoke itineraries are designed to suit your budget and meet your educational requirements.

### Step 3: Make a Provisional Booking

Place a 'no obligation' provisional booking with us which will be held for 3 weeks. This will enable you to promote the trip to your students. We will be happy to provide promotional material to ensure that you reach your desired group size.

### Step 4: Confirm your booking

Within 3 weeks of making a provisional booking, send us your completed booking form and the relevant first deposit amount. Upon receiving your first deposit we will send you written confirmation of your booking along with details of your payment structure.

### Step 5: Confirm passenger details

Contact your dedicated Travelbound tour coordinator to let them know of your final numbers. We will also send you the (API) Advanced Passenger Information form which should be completed and returned to us within 16 weeks prior to departure.

### Step 6: Final balance payment

The final balance is due 10 weeks before departure. If for any reason this payment is delayed we reserve the right to apply an administrative charge of \$20 AUD per person.

### Step 7: Tour Information Pack

We will send out all relevant travel documentation to you 2-3 weeks prior to departure, which will include your e-tickets plus vital safety and contact information.

Please note: For any European tours that include transportation by ferry or Eurotunnel, your tickets will be issued on arrival at the port.

### Final Step - Have fun!

This final step requires you to enjoy your school trip, safe in the knowledge that you are in good hands.