

TOUR INFORMATION FORM (TIF)

2017

Tour operators: Please complete this form for EACH of the trips you will be doing with Cal Discoveries Travel and return electronic copy with signed General Terms and Conditions and Tour Operator Manual Acceptance Form. If you make changes to the trip, please submit a revised TIF.

Tour Brochure Name:			
Trip Dates: _____, 2017			
Tour Operator:		California Seller of Travel #:	
<i>Reservations</i>		<i>Sales</i>	
Contact Person:			
Email Address:			
Mailing Address:			
Toll Free Number:			
Fax Number:			
Direct Line Phone #:			

CAL GROUP SIZE AND COMPOSITION

Min # of Cal Passengers allowed:		Additional Info/Notes, Ship name (for cruises):	
Max # of Cal Passengers allowed:			
Max # of Cal Singles allowed:			
# of Available Rooms to sell (for Cal)			
Maximum Capacity of entire group (if not exclusive to Cal):			
Date when our space will be recalled if not filled:		Trip Activity Level:	
Other Groups included:			
Countries visited on this trip:			

COSTS AND PERTINENT DATES (FOR LAND/CRUISE ONLY)

Per-person-double occupancy	\$ _____	Single Supplement Cost:	\$ _____
Deposit Amount:	\$ _____		
Final Payment Date:			
Credit Cards Accepted for...?	Deposit: Yes No	Final: Yes No	Air: Yes No
Types of Credit Cards Accepted:	(Please list):		

CAA COMPENSATION (Due 21 days after tour returns)

Commission Rate:	_____ % or _____ Per _____ Person	(Please fill in date)
		Due Date: _____, 2017
Complimentary Packages	First person/room	per _____ Paying Pax
	Second person	per _____ Paying Pax
Complimentary Extensions Earned with: _____ paying pax		

PROMOTIONAL PUBLICITY

Catalog/Annual Publication:	\$XXX per trip per tour operator, CAA to invoice operator		
Direct Mail Planning	# of pieces:	Estimated Drop Date:	
Preferred Month(s) for Email:			

Please note that these dates will be entered into our yearly calendar for email promotion upon receipt. Every effort will be made to adhere to your requested date(s).

AIR AND VISA INFORMATION

Approx price from SFO:	\$ _____	(date):	_____	Airline:	_____
Business Class Available:	_____ Y	Approx Price:	\$ _____	(date):	_____
<small>*Route/Schedule [please attach/include a sample air itinerary, timeline and explanation of air reservations/ticketing on another page]*</small>					
Does this trip require a visa(s)	_____ Y	List countries requiring travel Visa:			

For Internal Cal Discoveries Use Only

ETC_Activity	Very Active	Active	Moderate			
ETC_Educational	High	Moderate	Light			
ETC_Experiential	High	Moderate	Little			
ETC_Family	Yes	No				
ETC_Focus	Cultural	Natural History	Special Interest			
ETC_Privacy	Aggregate					
ETC_Public	Yes	No				
ETC_TourType	Cruise	Land	Land/Cruise	Private Jet	Rail	
ETC_Voluntourism	Yes	No				

updated KJ
11-Jan-16