

# how we work & *investment* guide

ELEVATE YOUR TRAVEL


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tripp  
planner





# welcome to tripp planner



**We are excited that you are here and that you would like to elevate your travel!**

Travel is an investment. It is a commitment of your time and money. I want to ensure that you get the most out of your precious resources by optimizing our supplier relations, expert advice, and insider information.

Deciding to work with a travel advisor is a great start! It can also come with some questions.

This guide provides information about the services that we offer and the additional value provided. I hope this helps inform your decision.

I look forward to hearing more about your travel dreams and how we can make them a reality.

*Vanessa Hilton Tripp*  
owner & travel advisor



# how it works

## fill out inquiry form

start by filling out an inquiry form to provide us with the details of your trip and preferences

1

2

## discovery

we'll schedule a meeting or call to discuss your travel needs, answer any questions, decide on services, and start crafting your ideal travel

3

## pay planning fee & create proposal

after the call, pay the planning fee, and we'll create a custom travel proposal for you to review within a specified time frame.

4

## reservations

booking and reservations begin, ensuring everything is reserved and ready for your upcoming adventure.



# travel services

## **(be)spoke travel design**

tailored travel, designed around you



## **first class reservation services**

your travel plans – elevated

## **comfort crafted itinerary**

self-planning with insider knowledge



## **river & ocean cruising**

simply enjoy the journey

## **fora flight desk**

air travel that fits your priorities



## **travel insurance**

protect your investment



# (be)spoke travel design

Designed and curated solo, group and family travel. Access to 4 and 5-star accommodations, in destination management suppliers, vetted suppliers, operators, and wholesalers. Always, xtra perks for a truly unforgettable experience. Every detail is handled—accommodations to curated experiences—elevating your trip.

**SUBMIT INQUIRY**



## WHAT'S INCLUDED:

- ✓ Destination Advice
- ✓ Personalized itinerary creation- with up to 3 hand-selected hotels activities and experiences in your destination
- ✓ We book and manage all reservations—ensuring the best rates & VIP perks when available
- ✓ Exclusive access- to luxury properties, private experiences & unique stays
- ✓ Seamless logistics- flights, transfers & dining recommendations organized
- ✓ All trip details- documents & reservations stored in a travel app

bespoke services starting  
at **\$500**





# first class reservations

Your travel plans – elevated. Luxury stays, VIP perks, zero hassle.

Hand over your itinerary and let us secure your perfect hotel with exclusive benefits at your chosen location. Five-star resorts, boutique hideaways, or a business-friendly retreat, we handle the booking to ensure you receive exclusive perks, priority upgrades, and seamless service.

**SUBMIT INQUIRY**



## WHAT'S INCLUDED:

- ✓ Hand-selected hotel and stay recommendations- 3 options in one destination, based on your preferences
- ✓ Exclusive VIP perks at Virtuoso, FORA Reserve & Preferred Partner properties
- ✓ We book for you—ensuring access to the best rates and benefits
- ✓ Tours and Excursions—reservations booking and managed on recommended activities
- ✓ Optimized Reservations—hotels often assign preferred rooms to travel advisor bookings
- ✓ All trip details- documents & reservations stored in a travel app

custom reservations starting  
at **\$150**



# comfort crafted itineraries

You are a self-planner in search of guidance.  
Send your desired destination for expert  
advice, a crafted itinerary and self booking  
options

SUBMIT INQUIRY



## WHAT'S INCLUDED:

- ✓ Destination Advice—expert knowledge & insights
- ✓ Crafted Itinerary—customized proposal for your destination and travel preferences, one revised proposal provided
- ✓ Recommendations—to luxury properties, private experiences & unique stays, transfers, and dining options.
- ✓ Itinerary—available to download, online, or share with your travel group.
- ✓ Go First Class—decided you don't want to enter all those numbers on those forms after all? Booking and reservation services can be added

custom itineraries starting  
at **\$250**





# river & ocean cruising

Covering everything from choosing an itinerary to disembarkation day and everything in between. We take care of every detail so you can simply enjoy the journey. Whether you're planning a private group sailing, a family ocean voyage, or an intimate river cruise, we ensure a seamless, stress-free experience—always with exclusive perks.

[SUBMIT INQUIRY](#)



## WHAT'S INCLUDED:

- ✓ Personalized cruise selection tailored to your
- ✓ Group & individual bookings on luxury liners, expedition ships & river cruises
- ✓ Pre- & post-cruise travel planning
- ✓ Support for all travelers before, during & after your cruise
- ✓ Online check-in support & follow-ups—no missed deadlines!
- ✓ Dining reminders and reservation assistance
- ✓ Exclusive access to tours & excursions—offering more options than cruise lines,
- ✓ VIP perks & upgrades through luxury cruise partners
- ✓ All trip details are stored in our travel app for easy access

concierge reservations starting  
at **\$250**  
complimentary reservations  
offered





# protect your travel

Travel is an investment. Protect yours. Get whole-trip coverage by protecting your entire trip, stuff, and health.

[Request Quote](#)



## PLAN HIGHLIGHTS:

- ✓ Trip cancellation
- ✓ Accident & sickness benefits
- ✓ Trip delay & interruptions
- ✓ Missed connections
- ✓ Lost or damaged belongings
- ✓ Emergency medical evacuation
- ✓ 24/7 assistance
- ✓ Emergency medical evacuation

[Review Policy](#)





# upgrade: flight services

Fly in style. For business class and up, we will search and book the best flights based on your priorities: comfort, time in air, airline, and cost.

[SUBMIT INQUIRY](#)



## WHAT'S INCLUDED:

- ✓ Personalized selections of flights to meet your preferences
- ✓ Hassle free booking
- ✓ 24/7 support during travel to handle delays and cancellations
- ✓ No waiting in line or on hold. Fora Flights desk can rebook and handle all obstacles with one phone call.
- ✓ Collect miles with your preferred airline

per ticket **\$50**





# client expectations & homework

## homework

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- **complete the Inquiry Form:** Fill out our inquiry form with accurate and comprehensive details to help us understand your travel needs and plan effectively.
- **provide requested information:** Share any additional information or preferences that may help in customizing your travel experience, such as preferred activities, dining options, and special requests.
- **stay organized:** Keep track and review of all communication, documentation, and trip details in a provided travel app to ensure a smooth travel experience.
- **prepare travel documentation:** Ensure you have the necessary travel documents ready, including passports, visas, travel insurance, and any other required paperwork.
- **finalize packing lists:** Prepare a detailed packing list based on your travel itinerary and any specific weather conditions or local customs.
- **stay informed:** Keep an eye on any travel advisories, health requirements, or destination-specific guidelines to ensure a safe and smooth journey. We'll help!

## expectations

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- **provide detailed travel preferences:** Share your ideal travel dates, destinations, budget, and any specific requirements or preferences (e.g., accommodations, activities, special requests).
- **respond promptly to communication:** Timely responses to emails and calls will help keep your trip planning process on track and ensure we meet your desired timelines.
- **review & approve proposals:** Once we send you a customized proposal, review it carefully, provide feedback, and approve it to move forward with the booking process.
- **pay planning fee on time:** Ensure the planning fee is paid promptly to initiate your personalized trip planning services and proposal creation.
- **share passport & travel documentation:** Provide necessary documents such as passport information and any required visas for international trips to ensure smooth travel bookings.
- **confirm final trip details:** Review all trip details (flight times, accommodations, excursions, etc.) before finalizing the booking to ensure accuracy and satisfaction.



# frequently asked questions

## **what are the benefits of working with a travel advisor?**

Travel advisors still play a crucial role in the travel industry, and their expertise and services continue to be highly valuable to clients and suppliers. While technology has made it easier for travelers to book certain aspects of their trips online, travel advisors bring first-hand knowledge, a high-touch experience, unmatched connections around the world, and in-destination support.

## **how are your planning fees calculated?**

By charging a planning fee, I can dedicate the necessary time and attention to detail to curate a personalized itinerary tailored to your preferences, including communication with suppliers to optimize reservations. My goal is to save you time, provide you with peace of mind, and ensure a seamless trip from start to finish. The planning fees are calculated based on the complexity of the trip. This includes the number of legs, number of travelers, number of nights, and vicinity of time to departure.

## **do you offer travel insurance?**

Yes! I highly recommend travel insurance and use Faye Travel, who are experts in the field. Your proposal will include an insurance quote for you to review; purchase is optional.

## **do you get discounted rates or the same as if I book myself?**

My goal is to ensure that you have the best experience possible that is perfectly matched to your vision and interests. There are many times that I do have access to lower negotiated rates that are passed on, but the real value is in how I can save you time, stress, and frustration either before traveling or while actually in the destination.

## **I love planning - can we still work together?**

Yes! I get it. Me too. The fun is in researching and creating anticipation for the destination before traveling. As a travel advisor, my goal is to enhance your travel experience and provide you with expert advice, personalized recommendations, and insider knowledge that you may not find on your own. I consider this a collaborative experience. Comfort services allow you to plan on your own with guidance.

## **can I make my own reservations?**

Yes! With Comfort Services, we will consult on destinations, hotels, and activity recommendations so you can make reservations at your leisure.

## **do you work with DMCs, and what are they?**

Yes!



we're *so excited* to  
work with *you*!

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