

The Plan Your Perfect Vacation Experience

We appreciate you taking the time to read this guide, as it allows us to serve all of our clients in the way they deserve and ensure expectations are set prior to embarking on
The Plan Your Perfect Vacation Experience

- *Our Approach*
- *Are We the Right Fit?*
- *Our Process*
- *Communication & During Travel Support*
- *Frequently Asked Questions*
- *Our Planning Options*



Our Primary Goal is Simple

To help you spend less time worrying about logistics and more time enjoying the experience.

What does the perfect trip feel like for you?

The answer is different for every traveler.

Some clients are happiest exploring museums from sunrise until dinner. Others want leisurely mornings, long lunches, and afternoons beside the pool.

Some need flexibility. Others want every detail planned in advance.

Understanding these preferences allows us to thoughtfully design an itinerary that feels effortless because it's built specifically for the way you like to travel.

More Than A Transaction

Our work extends far beyond a booking transaction.

Throughout the planning process, we:

- Learn your travel style and priorities
- Present thoughtfully curated itinerary options
- Coordinate accommodations, private transportation, cruises, tours, and experiences
- Manage the countless details behind the scenes
- Advocate for you when unexpected situations arise
- Prepare you thoroughly before departure
- Support you while you're traveling



Are We The Right Fit?



Every traveler has different priorities, and there's no one right way to plan a vacation.

Some people genuinely enjoy researching destinations, comparing prices, and coordinating every detail themselves. Others prefer the confidence that comes from working with a trusted professional who already knows the destination, has established relationships around the world, and can guide them through the countless decisions that shape a memorable trip.

Our clients value expertise, thoughtful recommendations, personalized service, and having someone in their corner before, during, and after they travel. They are not looking for the lowest price, but rather a trusted partner that has the connections required to take a trip beyond what is found online.

If that sounds like the experience you're looking for, we think you'll feel right at home with our team as we will be able to provide the level of care and attention you deserve.

Your Travel Investment

When you choose to work with Plan Your Perfect Vacation, you're not paying someone to simply make "a booking".

- You're investing in experience.
- You're investing in years spent exploring destinations around the world.
- You're investing in relationships we've built with hotels, cruise lines, guides, and local partners.
- You're investing in thoughtful planning, honest advice, careful coordination, and having an experienced advocate when the unexpected happens.

Most importantly, you're investing in the confidence that every recommendation has been made with your best interests in mind and you will receive the most amenities and inclusions through our Virtuoso affiliation.





OUR *Process*

For the most successful and streamlined experience, here's what you can expect while working with us.

1

INQUIRY

The first step towards creating your dream vacation is to complete our inquiry form. Once we've received your form, we will reach out to schedule your phone consultation call. Only inquiries submitted via our website will be accepted. To reduce the risk of missing an important message, we do not accept inquiries via social media or text message.

2

CONSULTATION

After receiving your inquiry form, we will schedule your complimentary call. During this call, you will select the planning option that best suits your needs and we will review our services. Once the invoice for the selected option is paid, we will begin creating your proposal. During this call you'll want to be prepared to discuss your past travels, what you like to do in your free time, what has made previous trips successful to you and other details that will give me insight into what is unique about you and how you like to travel.

3

RESEARCH & PARTNERSHIP

We'll begin researching to find the best options that match you through partnering with trusted and vetted suppliers that are on location and current with that destination. Even with over 83 countries and all 7 continents traveled, we rely on partnerships to make sure you're getting the most accurate information. We'll combine takeaways from our intake call with our expertise and global connections to create a proposal option for you to review. Timely and thorough feedback is paramount during this phase to secure the components you desire and deserve.

4

ITINERARY PROPOSAL

We'll review the itinerary that includes everything we discussed in the initial consultation for your review and we can continue to fine tune all components based on the level of service selected.

5

ITINERARY CONFIRMATION

Once you approve your proposal, you will be invoiced for the deposit amount and travel insurance. Deposits and due dates are dependent on the proximity to the trip, as well as the travel supplier that the trip is booked through.

6

TRIP PREPARATION & SUPPORT

We'll be available to help you prepare – whether it is with packing lists, tipping guides, local phrases, we will share key details prior to your departure. You'll always have professional assistance and access to emergency numbers during travel to give you peace of mind that you have someone to reach.



To provide the best service to our clients, we operate primarily by email after the first consultation call. We also do not use social media for communication.

PYPV occasionally will be traveling and may email you during non-business hours, this does not mean we expect a response at that time, but also it means we are not regularly working outside of business hours, especially when we are back in the US.

All non-emergency calls are scheduled by appointment only.

Client response to emails is critical during the quoting process and throughout our planning relationship. As pricing and availability can change at a moments notice, if you are not in a position to regularly check email communication and participate in the planning process, we ask to start working together when timing will be more advantageous for the best planning experience.

During the quoting phase, if more than 5 days passes without a response to a quote, PYPV reserves the right to stop quoting for lack of response due to quotes expiring. If a trip is not booked within 2 months of payment for the Trip Design & Travel Management fee, a new fee will need to be paid to restart the planning process.

Prior to travel, clients will be given emergency numbers in their final travel documents for support while traveling in destination. Due to time zone changes and language barriers, we require clientes to utlizie our destination teams for during travel needs.

We will always communicate with respect and professionalism and we hope we have a long business relationship. Yelling, profanity, and threats will not be tolerated and business engagement will cease immediately with no refunds.



Frequently Asked Questions

WHAT IS THE BENEFIT 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. 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, industry connections around the world, and in-destination support.

HOW ARE YOUR PLANNING FEES CALCULATED?

By charging a planning fee, we can dedicate the necessary time and attention to detail to curate a personalized itinerary tailored to your preferences. Our goal is to save you time, provide you with peace of mind, and ensure a seamless trip from start to finish. Our planning fees are calculated based on the complexity of the trip. This includes the number of cities, countries, stops, number of travelers, length of travel and proximity to departure date.

DO YOU GET BETTER RATES THAN IF I BOOKED MYSELF?

Our 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 we do have access to negotiated rates, but the real value is in how we can save you time, stress and frustration either prior to traveling or while actually in the destination.

As a Virtuoso agency, we are a preferred partner of many brands, giving you exclusive amenities that are not offered online or to a non-affiliated agency.

In addition, we have in-country partners that will provide 24/7 assistance and package everything together into a seamless experience. If we were to book all components separately and directly, there would be no assistance available other than on site or via the voucher for services, special requests are typically not honored, and the experience is at risk to not seamlessly come together.

We cannot guarantee custom travel pricing will exactly fit into your budget until we begin researching and we will never guarantee to be the lowest price option.



FAQS *Continued*

I LOVE PLANNING! CAN WE STILL WORK TOGETHER?

A lot of the fun is researching and creating anticipation for the destination before traveling. Our 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. We consider this a collaborative experience, but we are not able to assist with “piece meal” planning where a few land components are booked by the client and others by our agency. We excel in providing seamless experiences that are completely planned through our agency.

WHY DO YOU PROVIDE BUNDLED PACKAGE RATES?

Our focus is on curating comprehensive travel experiences rather than just providing individual component prices. We take a holistic approach to trip planning, considering various factors such as accommodations, transportation, activities, and additional services to create a seamless itinerary tailored to your preferences. By bundling these components together, we can leverage our industry relationships to secure the best overall value for your trip. In addition, our industry partners have proprietary pricing that they negotiate locally on our behalf and are not willing to provide to provide price breakdowns.

DO YOU WORK WITH VRBO AND/OR AIRBNB?

We do not work with properties that are individually managed. We are unable to stand behind the quality of individually owned properties. If you are looking for options with shared space (like a living room), we will work with our partners to find vetted villas, apartments, and/or hotels that meet your needs.

We can't wait to work together and have you
embark on
The Plan Your Perfect Vacation Experience



OUR *Planning Options*

ALL SERVICES REQUIRE FULL PAYMENT OF THE TRIP DESIGN & TRAVEL MANAGEMENT FEE AT THE BEGINNING OF THE PLANNING PROCESS. FEES ARE BASED ON 2 TRAVELERS FOR 7 DAYS AND ARE SCALED ACCORDING TO YOUR SPECIFIC INQUIRY. FEES ARE NON-REFUNDABLE AND NON-NEGOTIABLE. ADDITIONAL FEES MAY APPLY FOR RUSH BOOKINGS AND A LA CARTE SERVICES.

WHAT LEVEL OF SERVICE DO YOU PREFER?

EXCLUSIVE

Starting at \$500 per trip

- Complimentary Intake Call (up to 30 min)
- Single or Multi-Leg Itinerary
- 1 Proposal Draft and up to 2 Revisions
- Email Proposal Walkthrough
- Daily Itinerary Creation: Tours, Activities, Sightseeing Recommendations
- *Concierge Services: Spa, Dining, Etc. Once Trip is Booked*
- Confirmation & Management of All Travel Components (incl. Lodging & Land/Sea Transportation)
- Destination Entry/Exit Requirement Guidance
- *Optional Pre-Departure Call (Up to 1-hour)*
- *WhatsApp Emergency In-Travel Communication Numbers Provided*

DELUXE

Starting at \$350 per trip

- Complimentary Intake Call (Up To 30 Minutes)
- Single Or Multi-Leg Itinerary
- 1 Proposal Draft and 1 Optional Revision
- Email Proposal Walkthrough
- Daily Itinerary Creation: Tours, Activities, Sightseeing Recommendations
- Confirmation & Management of All Travel Components (incl. Lodging & Land/Sea Transportation)
- Destination Entry/Exit Requirement Guidance
- *Optional Pre-Departure Call (Up To 30 Minutes)*

ESSENTIAL

Starting at \$150 per trip

- Complimentary Intake Call (up to 30 minutes)
- Single Leg Itinerary
- 1 Proposal Draft and 1 Optional Revision
- Confirmation & Management of All Travel Components (incl. Lodging & Land/Sea Transportation)
- Destination Entry/Exit Requirement Guidance
- Wrap-Up Email & Final Documents

A LA CARTE

Available Upon Request

- Airfare Booking: \$250
- Ticketing Fee for Tour Add-Ons for Essential Package: \$50 Each
- Concierge Add-Ons for Essential Package: \$50 Each
- Hotel Only Bookings: Select 4 and 5 star options only, \$50 per room
- Travel Consulting: Perfect for self-planners in search of guidance, \$150/hour
- Rush Fees for Trips less than 3 months out: \$250
- Additional Revisions: \$75/each