

Kunaw Travel Hokkaido LLC

Travel Service Handling Fees (Domestic Travel)

Thank you very much for choosing our company. We will charge the following travel service handling fees for the implementation of tour contracts and other travel services with our customers. These travel service handling fees were established in accordance with the provisions of the Travel Agency Law. Any fees not listed below shall be determined separately and specified in the tour contract with the customer.

Category	Content	Fee
Travel Arrangement Fees	Arrangement for a combination of accommodation, transportation, sightseeing facilities etc.	Up to 20% of total travel expenses (Minimum is the sum of the minimums listed below)
	Arrangement for accommodation facilities	Up to 20% of the cost per arrangement (Minimum ¥550 per arrangement)
	Arrangement for transportation facilities	Up to 20% of the cost per arrangement (Minimum ¥1,100 per arrangement)
	Arrangement for sightseeing facilities etc.	Up to 20% of the cost per arrangement (Minimum ¥1,100 per arrangement)
	Arrangement for air tickets	Up to 20% of the cost per person per route (Minimum ¥1,100 per arrangement)
Tour Conductor/Tour Guide Service Fee (excludes accommodation and transportation costs)		¥35,000 per day per conductor/guide
Change Fee	Up to 20% of the travel expenses for the accommodation, transportation, sightseeing facilities etc., or air ticket that is to be changed or cancelled (Minimum ¥550 per facility per arrangement for accommodation, transportation, or sightseeing facilities etc., or ¥1,100 per person per route for air tickets)	
Cancellation Fee		
Communication Fees	Urgent local communications for arrangements, changes, or cancellations at the customer's request	¥550 per case
Consultation Fees	(1) Consultation for travel planning	Base fee (up to 30 mins): ¥2,200 +¥2,200 for every 30 mins thereafter
	(2) Creation of a travel itinerary	¥2,200 per day of travel
	(3) Creation of a quotation for a trip	¥2,200 per quotation
	(4) Provision of information on transportation, accommodation, sightseeing facilities etc.	¥1,100 per printed A4 page
	(5) On-site consultation at the customer's request	+¥5,500 yen to the fees listed in (1) to (4)

General Notes

- All fees listed above are inclusive of local consumption tax.
- "Travel expenses" refers to fares, hotel fees, and other charges paid to transportation, accommodation, sightseeing facilities etc.
- The fees listed above do not include expenses such as shipping, telephone, and Internet costs. We may charge such expenses separately.

Notes on Travel Arrangement Fees

- Arrangement service includes issuing of tickets that do not require reservations.
- Stays for consecutive nights in the same accommodation facility will be treated as one arrangement.
- "Transportation facilities" refers to trains, subways, buses, taxis, ferries, etc.
- "Sightseeing facilities" includes facility admission fees, activities, meal tickets, etc.

Notes on Change and Cancellation Fees

- Change and cancellation fees will apply to all travel arrangements that have been completed.
- In addition to the change and cancellation fees listed above, any cancellation charge, penalty charge, or other charges payable to the transportation, accommodation, sightseeing facilities etc. will be charged separately.

Notes on Tour Conductor/Tour Guide Service Fee

- Accommodation costs, transportation costs, and any other expenses necessary for the accompaniment of a tour conductor/tour guide will be charged separately.