



# How We Work & *Investment* Guide

STRESS LESS. EXPERIENCE MORE.

[www.escapeintotravel.com](http://www.escapeintotravel.com)

# Welcome To Escape Into Travel



## Hi There,

I'm Tara Woodbury, the owner of Escape Into Travel.

You might be wondering, what does escape into travel mean? To me, it means taking a break from your hectic daily life and finding joy in exploring a new destination. Travel is a chance for you to reset and reconnect with yourself and your loved ones.

Like most of my clients, I used to be intimidated by the travel planning process. That was until I learned how to properly navigate the world of endless options. Traveling with my family has always been an important part of my life, and I wanted to share my expertise with others who felt the same way.

As a professional travel advisor, I am able to help other families, singles, and groups have unforgettable experiences all over the world. I extensively research each destination and property I book and work hard to match you with the best accommodations, transportation, and excursions to match your travel style.

From finding the most unique excursions in Costa Rica to recommending restaurants in Aruba, I will personalize all aspects of your trip to fit you and your group. There's nothing better than seeing my clients' smiles after their big vacation, and I work hard to make each trip special and unforgettable.

Enclosed you will find information about my service levels and fees as well as expectations for both of us. This is a relationship. I don't just want to take your money and run, I want to build trust with you so that you feel comfortable telling your friends and family to book with me too!

So keep reading and let me know if you have any questions!

Cheers,

*Tara Woodbury*

OWNER & TRAVEL ADVISOR

# HOW IT WORKS

## FILL OUT INQUIRY FORM

Start by filling out our simple inquiry form to provide us with the details of your trip and preferences.



## SCHEDULE A CALL

Once we receive your form, we'll schedule a call to discuss your travel needs, answer any questions, and start crafting your ideal itinerary.

## PAY PLANNING FEE & CREATE PROPOSAL

After the call, pay the planning fee, and we'll create a custom travel proposal for you to review.



## BOOK YOUR TRIP

Once the proposal is approved, we'll handle the booking process, ensuring everything is reserved and ready for your upcoming adventure.

# CLIENT HOMEWORK & EXPECTATIONS

## *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 of all communication, documentation, and trip details 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.

## *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.



# TRAVEL SERVICES

THESE ARE THE TRAVEL SERVICES WE OFFER TO HELP YOU PLAN THE PERFECT TRIP. FROM CUSTOMIZED ITINERARIES AND EXCLUSIVE DEALS TO EXPERT RECOMMENDATIONS AND SEAMLESS BOOKING, WE PROVIDE PERSONALIZED TRAVEL EXPERIENCES TAILORED TO YOUR NEEDS. WHETHER YOU'RE SEEKING A RELAXING GETAWAY, AN ADVENTUROUS ESCAPE, OR A LUXURY VACATION, OUR TEAM IS DEDICATED TO ENSURING EVERY DETAIL IS TAKEN CARE OF, SO YOU CAN TRAVEL WITH EASE AND CONFIDENCE.

## ITINERARY ONLY

This is for the DIYers!

You still get control. We just take care of a lot of the yucky parts.

\$75

## FULL PROPOSAL AND ITINERARY

Still great for the DIYers but a little more bang for your buck.

Less time on your computer for you. More relaxation during your vacation!

\$125

## ALL INCLUSIVE OR CRUISE

You just want to book a vacation and want someone else to handle the details. You'd like to show up and relax!

\$150

## FIT TRAVEL OR GROUP

You're looking for more than a vacation. You're looking for an adventure. Or you're traveling with a group. Leave all the details to Escape Into Travel.

\$250+

# Planning Fee Type #1

*Itinerary Only*

*This is perfect for you if...*

You like to have control of a situation and you don't need a lot of hand-holding. You've traveled a lot but you just don't have time to do the research and build an itinerary.

If you've selected your destination but you just need to figure out where to stay and what to do when you get there, this is the perfect package for you!



## WHAT'S INCLUDED:

- Consultation to understand your travel style and needs
- Research on your travel destination
- At least 3 detailed proposals with accommodations, transportations, activities, etc.
- Once you have narrowed down a proposal, an itinerary will be created
- One final revision to the itinerary is included
- Links are provided to be able to book tours etc
- Any promo codes will be included
- Your itinerary is emailed to you and can be accessed via a mobile app

INVESTMENT  
STARTING AT

**\$75**

# PLANNING FEE TYPE #2

## *Full Proposal and Itinerary*

### *This is perfect for you if...*

You have no idea where you want to go just yet or you're still narrowing it down. Or for those who haven't traveled a lot but are comfortable booking their vacation and handling any mishaps on their own.

You will get at least 3 proposals for carefully selected destinations after a consultation and can work with our travel team to decide what meets your needs at this time.



### WHAT'S INCLUDED:

- Consultation to discover your travel style and destination profile
- Research on the perfect destinations for you
- Minimum of 3 proposals
- One set of revisions
- Once you have narrowed down a proposal, an itinerary will be created
- One final revision to the itinerary is included
- Links are provided to be able to book tours etc
- Any promo codes will be included
- Your itinerary is emailed to you and can be accessed via a mobile app

INVESTMENT  
STARTING AT

**\$125**

# PLANNING FEE TYPE #3

*All Inclusive or Cruise*

*This is perfect for you if...*

You want more relaxation in your vacation! You are planning a family vacation, solo trip or honeymoon and you just want someone else to deal with the details and headaches.

You'd like to show up and enjoy!

We do the research, planning, booking and support you before, during and after the trip!



## WHAT'S INCLUDED:

- Everything that's included in our packages above plus...
- Booking of all included elements of trip
- Handling of check-ins when available; reminders when not
- Assistance with special occasions
- Assistance with special needs equipment rentals
- Coordination of transfers
- Fully integrated travel itinerary that updates when flights are delayed, canceled or changed and is mobile!
- Dedicated customer care from your travel agent or one of our partners during your trip 24/7

INVESTMENT  
STARTING AT

**\$150\***

\*Fee may be waived in some circumstances.

# PLANNING FEE TYPE #4

*FIT or Group Travel*

*This is perfect for you if...*

You have a group that is traveling together or you are planning something more than just a vacation. You are planning an adventure! No cookie-cutter package for you. The authentic experiences in far-off lands and off the beaten path towns call to you. These trips take a little more research and planning and thus they come at a higher price tag.

Your fee will be determined by the trip complexity, length, and group size (if a group trip).



## WHAT'S INCLUDED:

- Everything in Planning Fee Type 3 PLUS:

### For Groups:

- You also get a group website for information about the trip and booking/payments
- Group management

### For FIT (Fully Independent Travel):

- A more detailed itinerary with at least 2 activities/tours to select from in each location
- City guides for each location as available
- Two revisions instead of one to final itinerary

INVESTMENT  
STARTING AT

**\$250+**

# RATE SHEET

*Product & Service*

*Price*

EXTRA REVISION OF ITINERARY/PROPOSAL

\$25

CANCELLATION FEE (FOR BOOKED PACKAGES) -  
IF I NEED TO CANCEL ON YOUR BEHALF

\$50

FLIGHT ONLY BOOKING

\$50-\$100

DESTINATION WEDDING WEBSITE

\$750



We're *So Excited To*  
Work With *You!*

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