**Tour Plan / Quote Form**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Contact Name** |  |
| **E-MAIL** |  |
| **Phone Number** |  |
| **FAX Number** |  |

**Request Date:** (M)　　　　　(D)

**Reply due by:**(M)　　　　　(D)

Our team will reply within 5 working days

**Group Name：　　　　　　　　　　　　　　　　　　　　　　　　Purpose：Tourism、Business、Other（　　　　　　　　　　　　　　　）**

**Numbers：Adults　　　（Males　　　、Females　　　）、Children　　　（Boys　　　、Girls　　　）、Infants**

※Infants=under 2 years of age

**Budget Per Person：　　　　　　　　　　　　　～　　　　　　　　　　　　　Yen/US Dollars**

**Scheduled Flights**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Departing Airport** | **Arrival Airport** | **Airline** | **Names** | **Departure time** | **Arrival time** |
| **Depart** |  |  |  |  | (M)　　(D)　　： | (M)　　(D)　　：： |
|  |  |  |  | (M)　　(D)　　： | (M)　　(D)　　：： |
| **Return** |  |  |  |  | (M)　　(D)　　： | (M)　　(D)　　：： |
|  |  |  |  | (M)　　(D)　　： | (M)　　(D)　　：： |

**Desired schedule**

|  |  |
| --- | --- |
| **Agenda** | *※Desired dates / numbers of days* |
| **Itinerary** | *※Tour destinations, attractions and cities you wish to visit, etc.* |
| **Experiences** | *※Experience programs desired, including itinerary and tour program, content focus* |
| **Food** | *※Meal times, meal requests, i.e. vegetarian, children’s meals, special dietary requirement, etc.* |
| **Accommodation Types** | *※Preferred hotel standards, i.e. star ratings, hotel, Japanese-style inn, Bed & Breakfast, bedding requirements, smoking / non smoking room etc.* |
| **Room Type and Numbers** | *※Desired room types, numbers of rooms and numbers allocation. i.e. Japanese room type（1 person per room, share 2 per room, 3 per room, 4 per room）、Western styled （Single, double, twin）.* |
| **Guide** | *※Guide required, Yes / No. Languages required* |
| **Transportation** | *※Bus, Bullet Train, Railway, Rental Car, etc.（Arrange bus or van to suit numbers）* |
| **Other Details** | *※Other requests, group information, precautions etc.*  *※Please attach any further pertinent materials, information or itinerary.* |