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### **3-TA Aministrative2 Forms - Product ID TA-1100AF**

The following forms are contained within this package. Once downloaded these forms, document and worksheets can be used as masters, then copied to your desktop each time you want to use them.

#### **1-Form 1101AF©2017- Cruise Planning Questionnaire ([PDF & Static Formats](#))**

These are questions that I usually ask a client when planning a cruise whether for individuals or groups. I prefer to banter and exchange ideas with my clients to create ease and trust. You can add more questions to this document. You or the client can fill out the questionnaire, whatever you prefer to do.

#### **2-Form 1102AF©2017- Cruise Quote Worksheet ([for office use](#)) ([static](#))**

This is the form I use to keep track of the expenditures and quotes as I get them for the client (for office use only). This information can be later transferred to the Client Trip Budget Cost Breakdown to send to client. It not only helps me keep track of their expenses for budget, it also gives me an estimate of my commissions.

#### **3-Form 1103AF©2017- Cruise Vacation Quote Comparisons ([for client](#)) ([static](#))**

This worksheet is for comparing two different cruise lines with similar itineraries and for generating quotes for the client(s). It helps them decide on which cruise or cruise line to choose. They appreciate seeing the comparisons. This form works well for clients who have not decided on a specific cruise or cruise line.

#### **4-Form 1104AF©2017- Hotel-Resort Quote Comparisons ([for client](#)) ([static](#))**

This worksheet compares the costs of staying at different hotels in the same city or several different cities. The Hotel-Resort form is for generating quotes and comparisons for the client to decide where they would like to stay on their trip. My clients really like this sheet of information. This is good for electing to stay at one hotel or resort.

#### **5-Form 1105AF©2017- Romance Questionnaire ([PDF & Static Formats](#))**

These are questions that I usually ask a client when planning a romantic trip whether for individual couples or groups destination weddings. You can add more questions to this document. You or the client can fill out the questionnaire.

#### **6-Form 1106AF©2017- Client Trip Budget Cost Breakdown ([for client](#)) ([Static Format](#))**

This spreadsheet is for breaking down your client's trip costs for them. Whether a client asks for this cost breakdown or not I always supply one. It is easy to fill out and send to the client once you have received all the quotes from the suppliers. It also helps you stay on budget for the client as you add each component of their trip.

#### **7-Form 1107AF©2017- Trip Summary-Itinerary ([for client](#)) ([static](#)) ([3 forms](#))**

This is a summary of the clients' itinerary. This form is filled out by the agent after receiving all the trip/product confirmations. It is given to the client along with their final documents. I make a copy to put into their physical folders with their trip docs. There are three forms on this worksheet (*Hotels, Cruises, Pre or Post Stays*).