

TABLE OF CONTENTS

Description of Forms

5-TA Office Administrative4_Financial Forms (office use) - Product ID TA-1400FF

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

1- Form 1406FF©2017- Client Refund (office use) (static)

◆ This form is used to issue a monetary refund to clients. It comes in handy when you least expect it. You never know when you may have to issue a refund.

2-Form 1402FF©2017- Client Invoice (Service Fees) (Client) (PDF-example) (static)

◆ This is the form I use to bill clients for my professional service fees. I send this invoice to my clients along with their travel documents and with my host agency's invoice from ClientBase. Before sending, I convert all the docs into a PDF format and send as a pdf portfolio package (so everything is together in one file).

3-Form 1403FF©2017- Agent Business Trip Budget (office use) (static)

◆ This document is to keep you on budget when planning your own trip whether a personal vacation or a FAM. Can use in conjunction with your agent's expense report. Part of your business financials.

4-Form 1404FF©2017- Agent Business Expense Report (office use) (static)

◆ This is a business expense report for independent travel agents. It comes in handy when reporting expenses for taxes. Plus, a nice tool for tracking how much you are spending and whether you are staying within your own travel budget on business trips.

5-Form 1405FF©2017- TA Commission-Service Fee Income Report_2017 (office use) (static)

◆ This form records your monthly income and automatically calculates and populates into a monthly summary to show year end totals. So you can see your annual income from sales, commissions and service fees. It is very useful for tracking both monthly and annual income all on one worksheet.

BONUS FORM (Complimentary)

6-Form 1406FF©2017- Inspection Report for Cruise Lines (office use) (static)

◆ This form can be used for inspecting and reviewing a cruise ship. Often you can receive CLIA credits for each cruise ship you inspect by submitting an inspection report. I created this handy report when I did not have anything else. Some cruise lines have their own inspection reports they will give to you when you board the ship, if not it is good to have this one on hand just in case.