



## **1. Introduction**

This Travel Agency Transportation Service Agreement ("Agreement") is entered into between [Your Company Name] ("Client") and [Transportation Service Provider Name] ("Service Provider") on the date specified above.

## **2. Purpose of Agreement**

This Agreement establishes the terms and conditions under which the Service Provider will provide transportation services to the Client and its clients. The Client engages the Service Provider to arrange and coordinate transportation services, including but not limited to air travel, ground transportation, and any additional services required by the Client's customers.

## **3. Services to be Provided**

The Service Provider agrees to provide transportation services to the Client in accordance with the terms outlined in this Agreement. This includes but is not limited to:

- Booking flights, ground transportation, and other modes of travel as requested by the Client
- Providing assistance with travel itinerary planning and modifications
- Facilitating ticketing, reservations, and seat assignments
- Offering additional services such as airport transfers, baggage handling, and travel insurance upon request

## **4. Responsibilities of the Parties**

### **A. Client Responsibilities**

- The Client shall provide accurate and complete passenger information to the Service Provider for the purpose of arranging travel services.

- The Client shall communicate any changes or modifications to travel plans in a timely manner.
- The Client shall ensure timely payment of all fees and charges associated with the transportation services provided by the Service Provider.

## **B. Service Provider Responsibilities**

- The Service Provider shall use its best efforts to arrange transportation services that meet the Client's specifications and preferences.
- The Service Provider shall ensure the safety, comfort, and convenience of passengers during the provision of transportation services.
- The Service Provider shall adhere to all applicable laws, regulations, and industry standards governing the provision of transportation services.

## **5. Payment Terms**

Payment for transportation services shall be made by the Client to the Service Provider according to the following terms:

- The Client shall pay the Service Provider an [hourly rate] fee for each transportation service arranged.
- Payment shall be due [monthly] and shall be made by [credit card].
- Any additional fees or charges incurred during the provision of transportation services shall be billed to the Client and paid within [30 days] of receipt of invoice.

## **6. Cancellation and Refund Policy**

Cancellation or modification of reservations shall be subject to the following terms:

- The Client may cancel or modify reservations by providing written notice to the Service Provider [24 hours] prior to the scheduled departure time.
- Cancellations or modifications made within [Notice period] of the scheduled departure time may be subject to [50% of the total fare].
- Refunds for cancelled reservations shall be processed within [14 days] of receipt of cancellation request.

## **7. Insurance and Liability**

The Service Provider shall maintain appropriate insurance coverage, including but not limited to liability insurance, to protect against any claims or losses arising from the provision of transportation services. The Service Provider shall be solely responsible for any liability incurred as a result of its actions or omissions in connection with this Agreement.

## **8. Term and Termination**

This Agreement shall remain in effect for a period of [Duration] from the date of execution, unless terminated earlier by either party with [30 days] written notice. Either party may terminate this Agreement immediately upon written notice if the other party materially breaches any provision of this Agreement.

## **9. Confidentiality**

Both parties agree to maintain the confidentiality of any proprietary or sensitive information shared between them in connection with this Agreement. This includes but is not limited to passenger information, travel itineraries, and pricing details.

## **10. Dispute Resolution**

Any disputes arising from this Agreement shall be resolved through [litigation] in accordance with the laws of [Jurisdiction]. The prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred in connection with the dispute.

## **11. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of [Jurisdiction]. Any legal action or proceeding arising under or relating to this Agreement shall be brought exclusively in the courts of [Jurisdiction].

## **12. Miscellaneous Provisions**

- This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral.
- Any amendments or modifications to this Agreement must be made in writing and signed by both parties to be effective.
- If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect.

## **SUPER CARGO SHIPPING**

[supercargoshipping@gmail.com](mailto:supercargoshipping@gmail.com)

**+44 7415 039359**

**+1 (872) 216-1228**