



2013 COMMISSION SCHEDULE & GROUP POLICIES FOR TRAVEL AGENTS

INDIVIDUAL BOOKINGS:

Commission*
10%
11%
12%
13%
14%

LTA MEMBERS (ADVISED AT BOOKING)

+1%
+1%
+1%
+1%
+1%

ANNUAL STERLING REVENUE

Revenue
\$1 - \$30,000
\$30,001 - \$60,000
\$60,001 - \$100,000
\$100,001 - \$150,000
\$151,001 +

**On "Specials" or highly discounted rates such as Early Booking Discounts, commission will be 10% to all.*

GROUP BOOKINGS:

Commission	Revenue/# Cabins
11-14%	Minimum 15 pax blocked and deposited (8 cabins)

**Groups on discounted rates such as run-of-ship Specials or Early Booking Discounts, commission will be 11% to all.*

DEPOSIT:

INDIVIDUAL BOOKINGS:

\$450 per person - All individual bookings include our "Worry-Free" Cancellation Waiver that allows travelers to cancel FOR ANY REASON up to 45-30 days (varies with supplier) prior to departure and receive a full refund of all monies paid less a \$59-99 per person waiver fee deducted from their refund. The exact policy will be described on your invoice.

GROUP BOOKINGS:

A \$50 per person, non-refundable deposit made within 7 days of agreement (\$750 minimum 16 pax – 8 rooms). All monies deposited will apply to balance of group, if space is reduced no more than 50% of original allotment. Client names and second deposit of \$150 per person additional is due 120 days (4 months) prior to departure.

FULL PAYMENT:

Due no later than 60 days prior to departure.

CANCELLATION FEES:

INDIVIDUAL BOOKINGS:

Refer to cruise lines brochure or "Terms & Conditions" or our web site

[HTTP://WWW.STERLINGVACATIONS.COM/MAIN/TERMS_AND_CONDITIONS/TERMS_AND_CONDITIONS.HTML](http://www.sterlingvacations.com/main/terms_and_conditions/terms_and_conditions.html)

GROUP BOOKINGS

COMPLETE CANCELLATIONS OF GROUP SPACE OR A REDUCTION BELOW 50% OF INITIAL ALLOTMENT, WILL LOSE THEIR DEPOSIT OF \$50 PER PERSON ON THOSE CANCELLED.

If group bookings are cancelled 60-30 days prior to departure, penalty is \$450 per person;

29 days – 15 days prior to departure, penalty is 75% of the booking;

14-0 prior to departure, is 100% penalty.

TOUR CONDUCTORS:

For each 20* full-fare paying passengers on the same departure, a free TC shall be provided (every 21st free). Maximum number of TCs per group is 3.

Cruises: 1 free berth (1/2 double) | Tour/Cruise Packages: 1 free berth and all land amenities in 1/2 double room. Port taxes are not included and are the responsibility of the TC.

(*EXCEPTIONS: Some cruise lines or special departures may have a less lucrative TC policy. You will be advised of the TC policy at time of booking.)