



**2016 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                                |
| 11-12%     | 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 \$79-159 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 21<sup>st</sup> 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.)

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