

2026/27 Super Charged Road Trips

Agent Booking Checklist

Step 1: Confirm Availability

- Submit booking request with:
 - Client names
 - Number of travellers
 - Preferred tour / dates

Step 2: Secure the Booking (Provisional Hold)

- Hold will be placed for 14 days
- Advise client of:
 - Deposit requirement (50%)
 - Cancellation terms
 - Insurance requirement (mandatory)

Step 3: Client Documentation (Required Before Confirmation)

- Please ensure the following are completed and signed:
 - Explorations Booking Form
 - Explorations Safari Booking Agreement (Client Terms & Conditions)
- ***Agent must ensure clients have read and understood all terms prior to signing***

Step 4: Deposit Payment

- Collect 50% deposit from client
 - Note: 25% of total tour cost is non-refundable
- Arrange payment to Explorations in USD
- ***Booking is only confirmed once deposit + documentation are received***

Step 5: Confirmation Issued

- Upon Receipt of the deposit payment, Explorations will provide:
 - Written booking confirmation
 - Pre-departure information (as per schedule)

Step 6: Pre-Departure Requirements

- Ensure clients provide:
 - Travel insurance details (mandatory)
 - Provider name
 - Policy number
 - Emergency contact number

Step 7: Final Payment

- Balance due 90 days prior to departure
- Bookings within 90 days require full payment upfront

Need Assistance?

- We're here to help with:
 - Itinerary clarification
 - Pre-departure guidance
 - Special requests