



SERVICE	BOOKING FEE MATRIX	
	Booked Online	Booked Offline
<b>AIR BOOKINGS</b>		
Low Cost / No Frills	£6.00	£14.00
Published Domestic Fares - Domestic	£8.00	£12.00
Published European Fares - European	£8.00	£16.00
Published International Fares - Long Haul Point to Point	£8.00	£18.00
Long Haul Multi-Sector	£8.00	£26.00
<b>HOTELS</b>		
Pre Paid - International and Domestic	£0.00	£0.00
Pay On Departure - International and Domestic	£0 (not available)	£5.00
<b>UK RAIL BOOKINGS</b>		
Domestic Rail Key Travel (Invoice Fee)	£1.50	£1.50
Domestic Rail Key Travel (Purchase Card)	2%	2%
Trainline Ticket Fee (KT offline fee includes 1st ticket)	£1.12	£7.00
<b>UK RAIL TICKET DELIVERY</b>		
Trainline Ticket on Departure (TOD) Fee	£1.97	£1.97
First class post	£1.00	£1.00
Special Delivery	£7.50	£7.50
<b>INTERNATIONAL RAIL BOOKINGS</b>		
Eurostar	£5.00	£10.00
Eurotunnel	N/A	£10.00
Continental Rail	N/A	£10.00
<b>FERRY</b>		
UK Ferries	N/A	£15.00
<b>CAR/COACH HIRE</b>		
Car Hire - IRFA International and Domestic	£0.00	£0.00
Coach Hire	N/A	£10.00
<b>VISA / PASSPORT SERVICES</b>		
Passport & Visa Service	N/A	£29.00
Royal Mail Postage Fee <100g >100g	£6.35	£5.90
Express Processing Fee	N/A	£30.00
Passport Photo Re-Work (Plus Printing costs)	N/A	£15.00
<b>OTHER</b>		
Airport Meet and Greet	N/A	£10.00
Airport Lounge	N/A	£10.00
Refund Admin Fee (Plus supplier charges)	£25.00	£25.00
Change Admin Fee (Plus supplier charges)	£25.00	£25.00

**PLEASE NOTE:**

**FEES ARE INCLUDED IN ALL QUOTATIONS PROVIDED BOTH ON AND OFFLINE  
FEES ARE ONLY APPLIED FOR CONFIRMED BOOKINGS**