

ADVENTURER'S DOC CHECKLIST

LUXURY TRAVEL

ADVENTURER'S NAME:

ID:

DESTINATION:

TRAVEL DATES:

CONFIRMATION NUMBERS:

- ☐ TRAVELER'S QUESTIONNAIRE (COGNITO)
- ☐ QUOTES
- ☐ ALL EMAILS
- ☐ BOOKING FORM (COGNITO)
- ☐ PAYMENT FORM (FOR AUTO PAYMENTS AND TRAVEL LOANS)
- ☐ ITINERARY
- ☐ COPY OF TICKETS
- ☐ AUTO PAYMENT FORM
- ☐ COPY OF NEXION NON-ARC POSTING
- ☐ INSURANCE POLICY
- ☐ NON-ARC REPORT FORM
- ☐ FOLLOW UP FORM
- ☐ TRAVELER'S FEEDBACK

Adventure, LLC
Where Travel Is More Than A Destination

*TRAVEL QUALIFIES AS LUXURY IF IT IS EVENT TRAVEL, PROVIDER IS A LUXURY AFFILIATE, OR COST IS \$10,000 OR MORE PER PERSON.

THIS FORM FIRST ON RIGHT SIDE COVER OF CLIENTS FILE