

Travel Agent Commission Structure

1. Pre-conditions:

Travel Agents must be registered with Cobblestone Freeway Tours, by filling out our Travel Agents Registration form, and providing a Valid IATA number.

2. Definitions:

Passenger Booking: one Passenger Booking = 1 client booked onto a tour. 2 clients = 2 Passenger Bookings.

Year: our commissionable Year runs from 1st January to 31st December of any given year.

Travelled Booking: Once a booking has travelled, then the passenger numbers will be credited towards your annual total.

3. Our commissions:

Travel Agents are placed into one of the following brackets, according to the number of Passengers booked in one calendar Year:

| Commission Bracket | Number of Passenger Bookings | Commission Percentage |
|--------------------|------------------------------|-----------------------|
| BRONZE | 1-2 Passengers | 11% commission |
| SILVER | 3-6 Passengers | 12% commission |
| GOLD | 7-19 Passengers | 13% commission |
| PLATINUM | 20+ Passengers | 14% commission |

The first year of booking with Cobblestone Freeway Tours, Travel Agents will start at the base level commission of 11%.

At the end of each calendar year, the total travelled bookings will be applied to the passenger count and the difference in commission level will be paid based on the travelled passengers. This amount will be paid out by January 14th of the following year.

The Travel Agent will begin the next calendar year at the commission level reached by travelled passenger bookings by December 31st the prior year. The commission moves up or down based on bookings in the calendar year.

Examples:

If a Travel Agent, starting at the 11% base commission, booked 7 passengers in one calendar year, then they would receive an additional 2% commission to be at 13% level. They would begin the next year at 13% commission, regardless of the number of bookings.

If a Travel Agent started the year at 14% commission, booked 6 passengers in one calendar year, then they would start the following year at 12% commission.

Our commissionable Year runs from 1st January to 31st December of any given year.

What is the commission based on?

This commission structure is only applicable to our Scheduled Departure tours. See below for Custom Tours.

The commission is based on the base tour price - less any discounts.

(Commission is not paid on tour extras or add-ons.)

When is commission paid?

- Commission is only paid on Travelled Bookings: once a booking has travelled, then the passenger numbers will be credited towards your annual total.
- Commission is paid on the tour start date.

4. Custom Tours

Custom tours are quoted at net rate and non-commissionable.

5. Our Rebooking Promise

If a client that was booked by a travel agent, rebooks directly with us within 1 year of attending a tour with us, the commission for the second booking will go back to the original travel agent.

Dated 31st March 2021.

For any questions or enquiries, please contact us at agents@cobblestonefreeway.ca