



Table of Travel Service Handling Fees (Domestic)

(Explanation of terms and conditions in accordance with Article 12-4 of the Travel Agency Act)

Thank you for choosing UNA Labs.

When arranging your trip, we will charge the following travel service handling fees.

Handling Fees for Arranged Travel (Domestic)

Category	Details		Fees (Plus Tax)
Handling fees	For combined arrangements of transportation and lodging facilities	Groups of 10 or more guests	Up to 15% of the total cost of the trip
		Individuals (All other cases)	¥3,000 per person per instance
	Hotel vouchers only	Groups of 10 or more guests	Up to 15% of the face value of the vouchers
		Individuals (All other cases)	¥1,000 per person per instance
	Transportation only		¥3,000 per person per instance
Rental cars, pick-up and drop-off service, admission tickets, and other services		¥1,000 per person per instance	
Tour conductor service fee (excluding actual travel expenses incurred for lodging and transportation)			¥30,000 per tour conductor per day
Change fees	For combined arrangements of transportation and lodging facilities	Groups of 10 or more guests	15% of the original cost of the portion being changed
		Individuals (All other cases)	¥3,000 per person per instance
	Changes to transportation reservations or arrangements		¥3,000 per person per instance
	Changes to lodging reservations or arrangements (including replacement of hotel vouchers, if applicable)		¥1,000 per person per instance
	Rental cars, pick-up and drop-off service, admission tickets, and other services		¥1,000 per person per instance
Cancellations	For combined arrangements of transportation and lodging facilities	Groups of 10 or more guests	15% of the cost of the portion being cancelled
		Individuals (All other cases)	¥3,000 per instance
	Cancellation of transportation (including the settlement of unused tickets, if applicable)		¥3,000 per instance

	Cancellation of accommodation (including the settlement of unused hotel vouchers, if applicable)	¥1,000 per instance
	Rental cars, pick-up and drop-off service, admission tickets, and other services	¥1,000 per person per instance
Communications fees	Communications to make local arrangements at the request of the customer in the event of an emergency	¥1,000 per instance (plus any telephone or telecommunications fees incurred)

Notes:

- 1 An arranged group tour refers to a tour in which several travelers designate a representative from among themselves and travel on the same itinerary.
- 2 The lower limit for handling fees for combined arrangements of transportation and accommodation shall be the sum of the respective fees.
- 3 Each airline ticket, train ticket, boat ticket, etc. shall be considered as one instance for the arrangement, change, and/or cancellation of transportation.
- 4 Consecutive nights at the same lodging facility will be treated together as one instance.
- 5 Arrangements, changes, and/or cancellations for rental cars, pick-up and drop-off service, admission tickets, and other services are considered as one product per person.
- 6 If a customer requests a change or cancellation, the above-mentioned change fees or cancellation fees will be charged in addition to the cancellation fees stipulated by the transportation and accommodation facilities.
- 7 The prices indicated above do not include consumption tax. Consumption tax will be charged in addition to the prices listed.

Consultation Fees (Domestic)

Category	Details	Fees (Plus Tax)
Sightseeing tours	(1) Consultations on the creation of customer itineraries	Basic fee (up to three rounds of consultation): ¥5,000 ¥1,000 for each subsequent round of consultation
	(2) Creation of a customer itinerary	¥1,000 for each day of the itinerary
	(3) Quote for required expenses (for combined arrangements of transportation and lodging facilities)	Basic fee: ¥3,000 + ¥1,000 for each day of the itinerary
	(4) Quote for transportation fares and fees	¥3,000 per instance
	(5) Providing information on travel destinations, transportation facilities, and accommodation facilities	¥3,000 per page of information (A4 size)
House call consultations at the request of the customer		¥5,500 in addition to the fees listed in Items (1) - (5)

Notes:

- 1 Travel expenses for staff dispatched for house call consultations at the request of the customer will be charged separately.
- 2 The prices indicated above do not include consumption tax. Consumption tax will be charged in addition to the prices listed.

Other Fees

Airport pick-up and drop-off	(1) Pick-up and drop-off at an airport or other facility Only when requested by the customer	Price per staff member dispatched: ¥15,000 (excluding transportation and accommodation fees)
	(2) Pick-up and drop-off at an airport or other facility late at night, early in the morning, on Sundays, or on holidays Only when requested by the customer	Price per staff member dispatched: (1) ¥5,000 in addition to the fee listed in Item (1) (excluding transportation and accommodation fees)

Note: The prices indicated above do not include consumption tax. Consumption tax will be charged in addition to the prices listed.

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