

## Requesting a Quote

The optimum way to secure your trip is to request a quote about 12-9 months before travel and be ready to pay deposits within a month. This is the best way to secure availability with the best prices.

### Request your Quote

Visit [www.bluestamptravel.com/gtm](http://www.bluestamptravel.com/gtm) to tell us about your trip. Tailor-made enquiries are welcomed.

### Fine-tune your request

One of the team will be in touch if more information is required or to offer you options to tailor your package.

### Quote Provided

Your quote will be made available in your Babel account valid for 30 days.  
[babel.bluestamptravel.com](http://babel.bluestamptravel.com)

BLUE **STAMP** TRAVEL

## Booking Timeline



### Quote confirmation

If you are happy to proceed, we request that you accept and sign the quote that you choose in Babel by logging into your Babel account.

It may be worth asking your finance department if we need to complete a new supplier form which we can do now ahead of invoicing just to speed things up if it helps them.

### Invoices Raised

We will then confirm how many travellers you would like to take so we can raise an invoice for the deposit (Usually around £200 per paying traveller).

Any supplements you choose can be added at this stage. Build the package you want!

### Deposits received

Once we receive a remittance or deposit, we will book transport. It is important to be timely at this stage, particularly if flights are being booked.

Your travel itinerary will be confirmed at this stage and uploaded to your online trip account - Babel. You will see the trip start to take shape!

### Traveller Names

At this stage we do not need names (unless needed for flights) but the sooner we can get them the better. The booking form can be found in your Babel account. Ideally we would get these within a week of the deposit so we can record payments accordingly.



### Itineraries

Our trip planners will liaise with you and our partners to organise your trip, we may need some additional information from you including rooming lists, class grouping, etc which we will upload onto your Babel account to be completed.

### Passenger Information

Travellers and parents/carers (where applicable) are able to submit the information we need directly (passport, dietary requirements, medical needs etc) through Babel.

Parents/carers can administer accounts belonging to their children via the parents/carer account. All correspondence to students are also copied to parents/carers

### Babel Enrolment

When we receive names and emails we will create accounts in Babel for all travellers, and parents/carers of minors, with details of trip including transport and accommodation.

Teacher accounts or trip leader accounts, can oversee all travellers submissions to Babel.

### 12 weeks before

The balance is due 12 weeks prior to travel. We will send this invoice with the deposit invoice so your finance department have it ahead of time.

### 6 weeks before

We will send you printed copies of our guides and documents to distribute to travellers so that they are prepared for their trip.

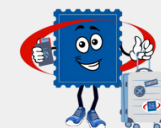
We will also send you a summary of all the information submitted. You can also see this in real-time via your account in Babel.

### 2 weeks before

We will send you your final information including, if applicable, boarding passes for flights, tickets for entries to attractions, confirmation of your accommodation details, work placement details, transfer providers details, maps etc.

### 24 hours before

If you have any transfers included, we will send the driver details.



### Throughout Your Trip

Our team remain available to you and your group throughout the build up to your trip and 24/7 during your stay to make sure your trip runs smoothly.

