

KOMEX tours® SERVICE MENU

Service Charges in USD incl. 16% de IVA

Flights (transaction fees)	per	Fee
Reservation of flights and issue of tickets:		
o National & International (one way or round-trip by same airline)	Person	\$22.50
o International Circle trip (2 – 3 stops)	Person	\$32.90
o Round-the-World or Circle trip of 4 or more stops	Country/Pers	\$14.00
Reconfirmation, Reinstallation, Change or Cancellation of flights	Person	\$14.25
Online Check-in, seat reservations or similar	Person	\$9.25
Application of Frequent Flyer and Loyalty Programs	Person	\$89.50
Hotels, Car Rentals, Trains, Coaches and Ferries		
Reservation, Change or Cancellation of		
o Hotels, Car Rentals, Coach tickets	Unit	\$17.25
o Trains and Ferries	Person	\$20.50
Packages, Cruises and Tailor-made Trips		
Deposit for tailor-made Circuit Planning (to be credited on sale)	Offer	\$47.50
Travel Management of Packages for Fairs abroad	Person	\$190.00
Reservation and/or Change of packages Gran Plan or sim.	Person	\$23.75
Change or Cancellation	Reservation	\$23.75
Administrative Services		
Delivery of Travel documents to address in CDMX	Delivery	\$12.50
o in Mexico (messenger service outside of CDMX)	Delivery	\$17.50
Visa Application in addition to visa fee*	Person	\$32.25
o for Russia and China	Person	\$45.25
Difference between cash payment vs. credit card/debit card	Amount	4.25%
Banking fee for incoming wires from/to abroad	Payment	\$34.80
Refund Applications plus cancellation fees	Invoice	\$23.75
Re-invoicing (fiscal)	Person	\$10.25
Administrative charge for rejected cheque	Cheque	\$18.25
NEW – ROYALE Concierge Service – NEW		
Membership bi-monthly Unlimited Service of Information and Business Referrals plus 4 hours of Personal Assistance per month		\$269.00
Concierge Services “on demand” such as Investigation, Internet Research, Arrangements of Appointments, Business Referrals, Messages, Reservations or similar	10 hours Hour Fract.15 min	\$198.00 \$24.90 \$6.50
Personal Assistance in CDMX Zone 1 (range 5 km from office)	Hour	\$30.00
o Zone 2 (transfer range 15 km from office)	Hour	\$32.50
o Zone 3 (transfer range 25 km from office)	Hour	\$35.00
o Zone 4 (transfer range 45 km from office and Off-business hours)	Hour	\$37.50
Corporate Services	On request	

*) Visas are subject to approval by the country's embassy.

IMPORTANT REMARK

Service fees are per person, unit and/or per day of the event in USD (based on rate of exchange \$21.00 MN subject to change) or the equivalent amount at the Banker's Selling Rate of the day. Rates include continuous monitoring of travel restrictions and closed borders.

Service charges are non-refundable and in addition to the rates and charges levied by the different service providers.