

# Guide Dispatch

## Application

\* The fee varies depending on the time of year and the area where the guide is assigned.

\* Peak season : March 10 - April 20 and October 10 - November 20

Regular Season: Dates other than above

\* The dispatch area is divided into "Tokyo/Around Tokyo" area and "Kyoto/Osaka Around Kyoto and Osaka" area.

However, we will provide a separate

## Application form

Please send us the necessary information here.

## Standard Fee for Tour Guides

### <About True Japan Tour's Guide Dispatch>

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However, we will provide a separate quote for areas within the above areas where it is difficult to arrange a tour guide.

### <Partner Discount>

True Japan Tour Co.,Ltd. (TJT) recognizes companies with whom we have or intend to have a continuous business relationship as partners, and grants them special privileges in our business transactions. An overview is shown in the PDF file.

[Partnership Discount\\_240304.pdf](#)

### 3. <<Remarks>>

#### (1) Transportation

The guide's transportation costs from/to their homes are included in the guide fee as long as the meeting point is arranged within the below areas.

Tokyo: Hotels requested location within 10-minute walking distance of stations on JR Yamanote Line.

Kyoto/ Osaka: Major stations and their surrounding areas.

\* Transportation costs in any region other than Tokyo and Kansai will be quoted on a request basis.

\* All transportation costs for the clients and guide during the tour are not included in the guide fee.

#### (2) Meals

The following meal allowances for the guide/interpreter will be charged when the guiding starts during breakfast/lunch/dinner time.

Breakfast: JPY 1,000    Lunch: JPY 1,500    Dinner: JPY 2,000

### 4. <<Additional Fees>>

• In the following cases, a surcharge will be charged in addition to the base guide fee.

Case	Detail	Surcharge
Advance preparatory meeting	A separate charge for cases in which an advance preparatory meeting with the guide are necessary or requested.	JPY 3,000 / 1 hour * Transportation costs will also be charged"
Early morning/late night service	A surcharge for duties requested between 10:00pm ~ 6:59am.	JPY 1,200 / 30minutes
VIP guide service	A surcharge for a guide who passed our company's standards to handle VIP clients.	20% of the total fee
Last-minute arrangements	A handling fee for requests received the day of or day prior to the tour day.	1-day prior : 10% of base guide fee Same day : 20% of base guide fee"
New Year's Dispatch Allowance (Jan.1 <sup>st</sup> -3 <sup>rd</sup> )	For guide dispatch from January 1 to January 3	20% of the total fee

### 5. <<Cancellation Policy>>

Cancellation charges will apply when the notification of cancellation is received:

14-3 days before the tour day: 20% of the total fee

2 days before the tour day: 50% of the total fee

1 day before, on the tour day, or cancellation without notice: 100% of the total fee.

\* With regards to the cancellation of multiple tours, the cancellation policy will apply to the date of the first tour.