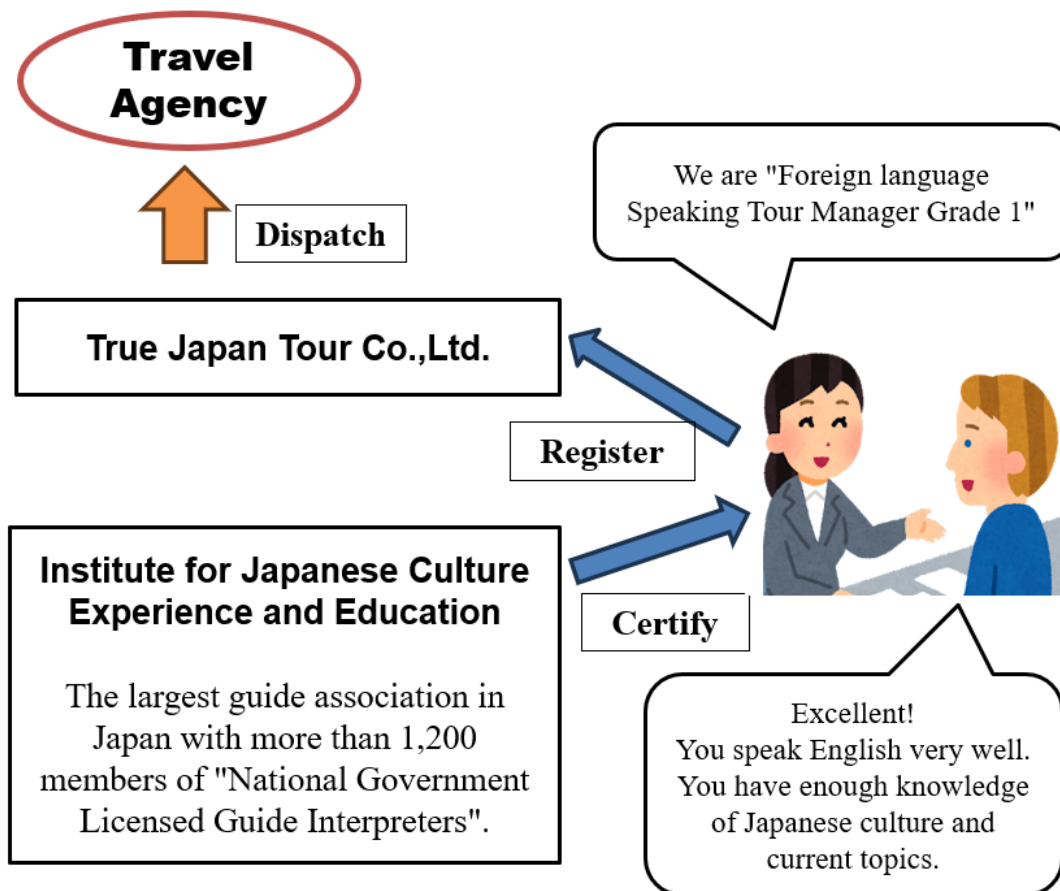


Guide Dispatch

FTM (Foreign Language Speaking Tour Manager)

What is FTM?



Classes of Guides / Interpreters

| | Accreditation Bodies | Accreditation Criteria |
|---|--|--|
| National Government Licensed Guide Interpreters | Certified by Government of Japan | Foreign Languages, History, Geography, General Common Sense, Practical Interpretation and Guide |
| Foreign language Speaking Tour Manager Grade 1 | Certified by Institute for Japanese Culture Experience and Education & True Japan Tour | Managers must take an interview to further assess their skills and knowledge as a tour guides/tour managers. |
| Foreign language Speaking Tour Manager Grade 2 | Certified by Institute for Japanese Culture Experience and Education & True Japan Tour | Managers must pass our proprietary paper test to assess their command of the language, knowledge of Japanese History, sightseeing spots and culture, and itinerary management skills as a tour managers. |

Standard Fee for FTM

<About True Japan Tour's Guide Dispatch>

* 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 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](#)

FTM Grade1

1. FIT

FIT refers to a one-day guided tour for a group of 9 or less people.

FTM Grade 1 English

| Duration | Tokyo/Around Tokyo | | Kyoto/Osaka Around Kyoto and Osaka | |
|--|--------------------|-------------|------------------------------------|-------------|
| | Regular | Peak Season | Regular | Peak Season |
| Within 3 hours | 11,900 yen | 14,450 yen | 14,450 yen | 17,000 yen |
| 3 hours to less than 5 hours (half day) | 17,000 yen | 20,400 yen | 20,400 yen | 23,800 yen |
| 5 hours to less than 8 hours (Full day) | 24,650 yen | 29,750 yen | 29,750 yen | 34,850 yen |
| 8 hours to less than 10 hours | 29,750 yen | 35,700 yen | 35,700 yen | 41,650 yen |
| More than 10 hours | 34,000 yen | 40,800 yen | 40,800 yen | 47,600 yen |

2. <<Group / Multi-day Tour>>

"Group" refers to tours of 10 or more people or tours by chartered bus, and "Multi-day Tour" refers to tours that include overnight stays.

FTM Grade 1 English

| Duration | Regular | Peak Season |
|---|------------|-------------|
| 3 hours to less than 5 hours (half day) | 27,200 yen | 30,600 yen |
| More than 5 hours | 45,050 yen | 51,000 yen |

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 st -3 rd) | 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.