

Client Final Document Checklist – Spiral bound

Client's Name:

Target Date to send documents:

Cover Letter

Thank you letter

Checklist for stuff to take with

Full Life is Better Traveling Itinerary from TESS

LOOSE print out of: LiBT Contract, CC Authorization, Travel Insurance Waiver

LiBT invoice from TESS

Supplier CLIENT Invoice

Airline information

Hotel information/vouchers

Excursion vouchers
— Tickets (Vatican and Colosseum)
— viator voucher
— Get your guide vouchers

Cruise line Stuff
— Ticket booklet
— Luggage tags
— NEXT CRUISE paper, loose

17 Hats invoice(s), if any

Any other documents for the trip

Travel Insurance – comprehensive and confirmation

Disney stuff:
— Overall Map
— Overall Itinerary
— Packet of Disney Information (one I just Made with 23 pages)
— Height Chart
— FastPass Print out
— Resort Information