### 1. Overview

TravelVentures, LLC is a personal travel agency that provides travel-related services to its clients. These services include but are not limited to flight bookings, hotel reservations, transportation arrangements, tour packages, and travel insurance. By using our services, you agree to these terms and conditions.

## 2. Booking and Payment

- a. All bookings made through TravelVentures, LLC are subject to availability and confirmation from the service provider.
- b. All prices quoted are subject to change without prior notice due to currency fluctuations, changes in taxes or fees, or other unforeseen circumstances.
- c. Payment for services must be made in full at the time of booking, unless otherwise agreed upon by TravelVentures, LLC and the client.
- d. Payment can be made by credit card, debit card, bank transfer, or any other method agreed upon by both parties.
- e. Any fees or charges related to payment processing will be the responsibility of the client.

### 3. Cancellation and Refunds

- a. Any cancellation or changes to bookings must be made in writing and sent to TravelVentures, LLC.
- b. Cancellation fees may apply and will be determined by the service provider's policy.
- c. Refunds will be subject to the service provider's policy and may take up to 30 days to process.
- d. Travel insurance may cover cancellation fees and other costs associated with cancelled bookings. It is the client's responsibility to purchase travel insurance if desired.

#### 4. Travel Documents

- a. It is the client's responsibility to ensure that they have all necessary travel documents, such as passports, visas, and health certificates.
- b. TravelVentures, LLC will not be responsible for any costs or damages incurred as a result of missing or incomplete travel documents.

#### 5. Travel Insurance

- a. Travel insurance is not included in the cost of our services but is highly recommended.
- b. Travel insurance can cover a range of unforeseen circumstances, including medical emergencies, trip cancellations, and lost or stolen luggage.
- c. It is the client's responsibility to purchase travel insurance if desired.

#### 6. Liability

- a. TravelVentures, LLC is not liable for any loss, damage, or injury incurred during travel or as a result of using our services.
- b. TravelVentures, LLC is not liable for any acts or omissions of the service providers we work with.
- c. TravelVentures, LLC is not liable for any changes or cancellations made by service providers.

### 7. Privacy

- a. TravelVentures, LLC respects the privacy of our clients and will not disclose personal information without prior consent.
- b. TravelVentures, LLC may collect personal information from clients for the purpose of providing travel-related services.
- c. TravelVentures, LLC will take reasonable measures to protect personal information from unauthorized access or disclosure.

### 8. Intellectual Property

- a. The content and design of TravelVentures, LLC's website and other materials are protected by intellectual property law.
- b. Clients may not copy, reproduce, or use any of TravelVentures, LLC's intellectual property without prior consent.

# 9. Governing Law

- a. These terms and conditions are governed by the laws of the state in which TravelVentures, LLC is registered.
- b. Any disputes arising from these terms and conditions will be resolved in accordance with the laws of the state in which TravelVentures, LLC is registered.

## 10. Amendments

- a. TravelVentures, LLC reserves the right to amend these terms and conditions at any time without prior notice.
- b. Any amendments will be posted on our website and will be effective immediately upon posting.

By using our services, you agree to these terms and conditions. If you have any questions or concerns, please contact us at [insert contact information].d