Instructions for constructing quotes – Work Task 1

1. Research the holiday for the customers. Unless the customer has specially asked for a particular brand or service, then the choice of car hire company, accommodation, insurance and tour operators are up to you, but you must supply documents to verify your costs.
2. Unless the customer requests an alternate airline, air tickets are to be booked with Qantas. You will need to check flight details online and print out documents to verify your costs.
3. Bunjappy are receiving 10% commission from all suppliers except Qantas (5%) and insurance (40%). Commission is deducted from the gross amount provided by suppliers.
4. Create a costing sheet for your quotation including gross, commission and net costs. Include your percentage yield and booking terms and conditions.
5. Prepare a detailed quotation for your customer on company letterhead including terms and conditions and limitations.
6. Do a final check of your quotation, checking each product calculation against your pricing information and printouts. Provide a total of all your Internet printouts and ensure these equal your quotation total.
7. Complete a bibliography listing all your sources.
8. Attach copies of all your internet print outs and brochures to support your quotation.