[Your agency name]

[Address, city] [Phone] [Email]

[Logo]

ITINERARY

[Trip title, nights]

Prepared for	[Customer name]	Travel dates	[dates]
Travellers	[adults, children with ages]	Prepared by	[your name]

The trip at a glance

Day	Date	Plan	Overnight
Day 1	[day, date]	[where they go]	[city]
Day 2	[day, date]	[where they go]	[city]
Day 3	[day, date]	[where they go]	[city]
Day 4	[day, date]	[where they go]	[city]

Day by day

Day 1 [day, date] **[where they go]**

Morning	[places, times, travel time]
Afternoon	[ ]
Evening	[ ]
Overnight	[hotel, city, meals]

Day 2 [day, date] **[where they go]**

Morning	[places, times, travel time]
Afternoon	[ ]
Evening	[ ]
Overnight	[hotel, city, meals]

Day 3 [day, date] **[where they go]**

Morning	[places, times, travel time]
Afternoon	[ ]
Evening	[ ]
Overnight	[hotel, city, meals]

Day 4 [day, date] **[where they go]**	
Morning	[places, times, travel time]
Afternoon	[ ]
Evening	[ ]
Overnight	[hotel, city, meals]

Hotels

City	Hotel	Room	Meal plan	Nights
[city]	[hotel]	[room type]	[meal plan]	[nights]
[city]	[hotel]	[room type]	[meal plan]	[nights]

Included

- [hotels and meals]
- [car and driver]
- [activities and entries]

Not included

- [flights]
- [entries not listed]
- [meals not listed]

Before you travel

- [documents to carry]
- [weather and what to pack]
- [check-in and check-out times]

Contacts

Your agent	[name, phone]
Driver	[name, phone]

Free itinerary format from triplli.com/guides/itinerary-format-for-travel-agency