Dear \*\*\*\*CLIENT NAMES\*\*\*\*\*,

On behalf of Koen and Sophie at Puur Reizen, welcome to Namibia and I hope that you have a fantastic holiday and Namibian adventure!

In this file I will give you as much information as possible but please do not hesitate to contact me for any more information. Here are some points I would like to note before I go into the day-to-day breakdowns:

***NOTE:*** *Should you have any flight delays or arrival time changes, please do make an effort to contact us ahead of time and advise on the new times or changes. Our staff drive out to the international airport which is about a 45 minute drive from the city and if there are any delays longer than 1 hour we would like to be notified so we can make the needed arrangements. Please feel free to contact Carlo (see number below) or your consultant via sms or WhatsApp to let us know.*

1. On your arrival at Windhoek International Airport, you will be met by your guide \*\*\*\*\*GUIDE NAME\*\*\*\*\*\* who will look after you. Spend some time going through your itinerary with your guide and feel free to ask questions and express your personal interests as your guide is flexible.

**\*\*\*\*\*GUIDE NAME & CONTACT NUMBER\*\*\*\*\*\***

1. Please take note of which meals have been included for the duration of your tour. \*\*\*\*\*\*\*All your accommodation has been booked to include breakfast and dinners, except for Swakopmund where only breakfast is included. All additional meals will be for your own arrangement and account.\*\*\*\*\*\*\*
2. If you’d like us to assist you with booking activities in Swakopmund, you can visit our very own activity centre at our office in town or ask your guide. Come meet with us, browse your options, discuss them with a travel expert and enjoy a cup of coffee whilst you’re at it. Find us on the 2nd Floor, Pandion Building on Same Nujoma Avenue (the main road through the centre of town). We’d love to meet you.
3. We, in Namibia, make a habit of refueling often or whenever there is a fueling station available. It has happened that one thinks there is enough fuel, only to find that the next station does not have any fuel available. We also ensure we keep water and top-up on snacks for the journey in case of an ‘emergency’. Your guide will remind you where you can make purchases along the way. For lunches, your guide will likely suggest a ‘lunch-packed’ prepared by a lodge for your midday meal. This is perfect option for picnics along the way.
4. Take note of the standard check-in and check-out times at the lodges and plan your travelling days accordingly. Check-in is usually from 14:00pm and check-out is usually around 10:00/11:00am. Should you arrive early or depart late, your guide can arrange this with reception accordingly, or arrange to leave your luggage at reception if necessary.
5. Please make sure you have a local contact number while in the country. Where possible, please ensure that our office receives this contact number in case we need to get hold of you for any reason whilst on tour.
6. You will find all the necessary contact numbers you may need on your provided vouchers, as well as in your travel diary. Please feel free to contact our office at any time and do not hesitate to contact me personally. If you have any problems, I am happy to assist.

I hope that you will have an amazing holiday! Travel safe and as you will meet many friendly people, feel free to ask for help and advice along the way.

Best regards,

\*\*\*CONSULTANT NAME & CONTACT NUMBER \*\*\*\*\*\*

**Travel Expert**

**Important Telephone numbers to note:**

After hours number +264 81 784 4315

\*\*\*\*GUIDE NAME & CONTACT NUMBER\*\*\*\*\*\*