Dear Client???,

On behalf of (AGENT NAME), welcome to South Africa and we hope that you have a fantastic holiday! The many weeks of planning and preparations are over and it is time to start your adventure in beautiful South Africa, a World in One Country.

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:

1) Your tour has been booked through our ground handler in South Africa. We work closely with Kukummi Safaris and all your arrangements were made by them. Please feel free to contact them direct for anything you may need during your travels and they will gladly assist.

**Kukummi Safaris** - +27 (0) 79 133 1808 (local ground handler)

2) Please take note of which meals have been included for the duration of your tour. All your accommodations have been booked to include breakfast. At certain places lunches and dinners are included as well. Any additional meals will be for your own arrangement and account.

3) 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, you will need to arrange this with reception accordingly or arrange to leave your luggage at reception if necessary.

4) INSERT ANY OTHER PARTICULARS IE: REGARDING VEHICLE RENTAL, AIRPORT ARRIVALS ETC……

5) 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 if you have any problems or if I can assist you with anything further during your time in South Africa.

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,

Sannie se Tannie

**Travel Expert**

**Namibia Tours & Safaris After hours number +264 81 784 4315**