

1. This is the year of the departure month. The 12-month estimate can also be started in the middle of the year, as in this example.

2. This is the total estimate of travel service combinations* during the month in question. For example, September 2018, 3 trips, average price €500 and each with 10 clients = €15,000. All sales are included in the total estimate of departures. Note! The total estimate excludes packages sold on the basis of a general agreement for the arrangement of business travel.

3. This is the number of travel service combinations* during the month in question. For example, September 2018, a total of 30 customers.



Estimated 12-month revenue for travel service combinations. Payments collected according to departure month

Form A

Company name and business ID Company Oy	Telephone 123456789
Contact First name Last name	Email and website name@company.com

Departure month	Departure year	Departures €	Number of travellers	Gift vouchers €
January	2019			4000
February	2019			5000
March	2019	10 000	12	5000
April	2019			5000
May	2019			3000
June	2019	20 000	20	3000
July	2018	10 000	8	3000
August	2018			1000
September	2018	15 000	30	1000
October	2018			1000
November	2018			4000
December	2018			4000

Departures
Enter an estimate of the total amount of payments (in full euros) you expect to collect for all travel service combinations, according to the month of departure.

Number of travellers
Enter an estimate of the total number of travellers according to the month of departure.

Gift vouchers
Enter the total amount of unredeemed gift vouchers (in whole euros).

4. This is the aggregate euro amount of all unredeemed gift vouchers with which it is possible to buy travel service combinations*.

***Travel service combinations are either travel packages or linked travel arrangements.**

7. This is a percentual estimate on how many departures the payment terms indicated on the line are applied. Round off the percentage figures of the three most common payment terms so that they add up to 100 per cent.

Payment terms	Booking fee's share of the combination's total value, %	Final payment, days before departure	Share of all travel service combinations, %
Payment term 1	20	30	50
Payment term 2	50	14	25
Payment term 3	20	0	25
			= 100 %

Payment terms
Enter the most used payment terms (max. 3).
Share of the combination's total value
Enter the booking fee's percentage of the total value of the combination.
Final payment
Enter the due date of the final payment (days before departure)
Share of all travel service combinations
Enter the share (percentage) of each payment term in relation to all travel service combinations. Round off to 100%.

6. This shows how many days before the departure the full price must have been paid. For example, a reservation fee of 20%, with the remaining €400 paid 30 days before departure. If the remaining amount is paid once travel has started or afterwards, enter zero.

Date and place 21.5.2018 Helsinki	Signature and printed name (CEO or equivalent authorised signatory) <i>Elli Esimerkki</i> Elli Esimerkki
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5. This is the booking fee as a percentage of the total price. For example, a €100 booking fee of €500 travel is $€100/€500 = 20\%$. If the same booking fee is applied to packages of different prices, the average price is required to calculate the percentage. The average price is obtained by adding up the prices of differently priced travel and by dividing the sum with the total number of departures. For example, €100 booking fee, 3 trips, total price €250 + €300 + €350 = €900, average price $€900/3 = €300$. The booking fee's percentage of the average price is $€100/€300 = 33\%$