## How We'll COMMUNICATE

## How

After our initial discovery call or meeting, communication during your trip planning process will be mainly through email. If you would like to discuss your trip to any extent by phone, I am more than happy to do so. To ensure my attention is focused completely on you and your vacation, please preschedule calls when possible by booking it through my calendar here. link herre> (Also, I understand completely if an urgent concern comes up, so exceptions will be made, of course!)





## Travefy and Vacation Creations

Vacation Creations is my secure software I use to collect sensitive information like credit cards, DOBs and Passport Information. This system has two-factor authentication so rest assured that your information is protected. From this program, I'll also send out some automated emails with fun information you won't want to miss!

Travefy is my itinerary program that will track your flights and be the headquarters for your plans!

## Office Hours

My office hours are Monday-Friday from 9:00am - 6pm CST and Saturday from 9:00am - 3pm CST. However, if you are traveling, I am available around the clock for you.

