

# TO DO LIST

1. **NOW:** Carefully read all documentation, particularly the Itinerary, Trip Notes and Booking Conditions. By booking with us and paying a deposit or full payment, you acknowledge that you have read and understood the Booking Conditions and agree to be bound by the Booking Conditions.
2. **NOW:** Secure your booking with a deposit of AU\$1500 per person. Please pay your deposit within 48 hours and email a copy of the transfer receipt to: [retreatrecreate@gmail.com](mailto:retreatrecreate@gmail.com)

**Banking instructions: travellers within Australia**

**Payment to be made by direct deposit to:**

Bank: Westpac  
Account name: Susan Rees-Osborne Tours  
BSB: 733053  
Account number: 676459  
Reference: your surname

**Banking instructions: travellers outside Australia**

**Payment to be made via online funds transfer (eg. via Wise, XE, OFX etc) or international bank transfer**

Our preferred method for international payments is via online funds transfer companies such as Wise, XE, OFX, as these offer a better currency exchange rate than banks, and are fee-free or low-fee for both parties. You should be able to pay by credit card or direct from your bank account. If you pay via international bank transfer you will need to cover the bank fees. We prefer not to use PayPal due to the high fees incurred. If you wish to pay via PayPal, a 3% fee applies.

Account name: Susan Rees-Osborne Tours  
BSB: 733053  
Account number: 676459  
Reference: your surname  
SWIFT code: WPACAU2S (for banks requiring an 11 character SWIFT code, use WPACAU2SXXX). Note, if your bank requires an IBAN or BIC code, use the SWIFT code.

Payee recipient and address: Susan Rees-Osborne, 10A Walker St, Northcote, Victoria, 3070, AUSTRALIA  
Payee bank and address: Westpac Bank, 68-78 Main St, Greensborough, Victoria, 3088, AUSTRALIA. (Note, if the address defaults to the Westpac Bank Head Office in Kent St, Sydney, when entering the SWIFT code, please proceed with the Kent St address).

4. **BEFORE 18 SEPTEMBER:**

**Book your flights** - Our tour begins in Kyoto and ends in Osaka, so flights can be booked to arrive and depart from Kansai (KIX) or Itami (ITM) – both are airports in Osaka. Please ensure you choose a flight that will allow you to arrive in plenty of time to complete check in and attend the briefing meeting on Day 1 at 5:00 pm (TBC) at our Kyoto hotel.

5. **BEFORE 18 SEPTEMBER:**

Complete and return the **Travel Details** form, scan of your passport page, and certificate of travel insurance.

6. **BEFORE 18 OCTOBER:**

**Pay your tour balance.** Invoices will be issued once we receive your Travel Details forms with any requests for pre and/or post tour accommodation, and can thus calculate the amount owing.

7. **NOVEMBER:**

**Consult your medical professional or local Travel Doctor** for up to date advice re recommendations for travel vaccinations. Allow four to six weeks in case any vaccinations require two doses.

8. **JANUARY:**

Arrange your **phone and internet access** for while we're travelling. Leave yourself plenty of time to organise this, especially if you are purchasing an e-SIM or a portable device. Please read the Trip Notes regarding this requirement that you are contactable during the day when out and about. Please ensure you have arranged your phone and internet access well before departure.

**Advise your bank** of your travel dates so your debit/credit card isn't suspended the first time you use it overseas.

9. **JANUARY:**

**Download WhatsApp** to your phone. If you don't have WhatsApp already on your phone, please install it before leaving home as your regional App Store may not work outside your home country. We will start a WhatsApp chat group the week prior to the tour and use this as the communication tool throughout the tour to advise the group of morning start times, general reminders, and for contact in case anyone gets lost! Please ensure you have arranged this before Day 1.

10. **Pack!** There is a suggested packing list on the tour page. (There is also a generic packing list on our website under 'Resources')

3. **NOW:** Purchase travel insurance Please refer to the Trip Notes for recommended coverage requirements. We strongly recommend that you purchase travel insurance at the time of paying your deposit. Travel insurance is mandatory for all retreat|recreate travellers.