

Hi [Client's First Name],

Your upcoming tour with **Exoticca** is just around the corner — and it's time to make sure everything is in place for a smooth and exciting journey!

Here's your personalized pre-travel checklist to help you feel confident and prepared.

Step 1: Access Your Exoticca Account

Start by logging into your personal Exoticca account to view your booking and finalize any outstanding items:

👉 <https://www.exoticca.com/us/login>

Log in using the **email address associated with your booking**.

Inside your account, you can:

- ✅ View your itinerary and travel details
- ✅ Upload missing information (like passport details or travel insurance)
- ✅ Finalize payment (if applicable)
- ✅ Download your travel documents

Step 2: Review Your Final Travel Documents

Your **final travel documents** will be available in your Exoticca account approximately **7–10 days before departure**. These documents will include:

- ✓ Day-by-day itinerary
- ✓ Hotel names and contact info
- ✓ Airport transfer details
- ✓ Domestic flight information (if applicable)
- ✓ Emergency contact numbers
- ✓ Tour guide or local representative info

Be sure to **download and print a copy** for easy access while traveling. Let me know if anything looks off — I'm happy to help clarify or correct it!

Step 3: Travel Documentation Requirements

To travel with Exoticca, you'll need:

- ✓ A **valid passport** (must be valid for at least 6 months beyond your return date)
- ✓ Any required **entry visas, ETAs, or tourist cards** for your destination(s)
- ✓ Any required **vaccination certificates** or health-related entry documents

If you're unsure of entry requirements for your destination(s), just let me know and I'll help you confirm what's needed.

Step 4: Submit Arrival Flight Information

If your flights were **not booked through Exoticca**, please be sure to:

- ✓ Submit your **arrival and departure flight details** via your online account
- ✓ Or send them to me directly so I can forward them to Exoticca's operations team

This ensures your airport transfers and local arrangements run smoothly.

Step 5: Travel Insurance (Highly Recommended)

Exoticca strongly recommends travel insurance that includes:

- Trip cancellation and interruption
- Emergency medical coverage
- Lost or delayed luggage protection

Let me know if you'd like a quote or if you'd like help confirming your policy details.

Step 6: Final Travel Prep

- ✓ Check baggage allowances, especially if domestic flights are included
- ✓ Pack based on the climate and daily excursions
- ✓ Bring appropriate **power adapters** based on your destination
- ✓ Download copies of all documents and keep paper backups just in case

If you need anything at all before your trip — from questions about your itinerary to travel tips — I'm here to support you every step of the way.

Wishing you a safe, enriching, and unforgettable journey with Exoticca!