

Hi [Client's First Name],

Your exciting Goway Tours journey is just around the corner — and now's the perfect time to finalize a few important pre-travel steps so you can enjoy a seamless and stress-free adventure!

Please read the instructions below carefully and complete all necessary actions well in advance of your departure date.

Step 1: Review Your Final Travel Documents

You will receive your **final travel documents** (including hotel info, vouchers, itinerary, emergency contacts, and more) approximately **2–3 weeks before departure**.

 Please check that all travel details — including names, dates, accommodations, and tour inclusions — are **correct**.

 If you notice any discrepancies or have questions, reach out to me right away so we can make adjustments if needed.

Step 2: Ensure You Have the Required Travel Documents

Goway Tours requires all travelers to carry valid travel documentation:

- ✓ A **valid passport** (with at least 6 months' validity from your return date)
- ✓ Required **visas** or **electronic travel authorizations (ETAs)** for the countries you are visiting (if applicable)
- ✓ **Vaccination records** or health forms depending on your destination (some countries may still have health entry protocols)

If you are unsure whether a visa is required, let me know and I'll be happy to assist you.

Step 3: Confirm Arrival Details & Emergency Contacts

- ✓ If your tour includes arrival transfers, make sure your **arrival flight details** have been submitted to Goway so transfers can be arranged properly.
- ✓ Review your travel documents for **local emergency contacts** in your destination country. These are your go-to resources while you're on the ground.

Step 4: Travel Insurance (Strongly Recommended)

If you haven't already secured **travel insurance**, now is the time!

Travel insurance is highly recommended to protect your trip investment in the case of unexpected cancellations, medical emergencies, or travel delays.

Let me know if you'd like a quick quote or to confirm your current coverage.

Step 5: Pack Smart & Prepare for Your Journey

Goway Tours provides destination-specific packing tips and trip preparation guidance in your final documents. Be sure to:

- ✓ Check luggage allowances (especially for internal flights if part of your itinerary)
- ✓ Pack weather-appropriate clothing
- ✓ Bring travel adapters if traveling internationally
- ✓ Double-check for medications, comfortable shoes, and must-haves!

If you need help with anything — from pre-trip questions to travel tips — I'm here every step of the way. You're about to experience the world with one of the most trusted names in guided travel.

Wishing you a meaningful, inspiring, and unforgettable journey!

