



53, Todor Kableshkov Boulevard

Trade center "Friends", floor 2, office 74

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## Proposal for corporate travel management

### Company Profile

- World Travel Management Ltd. is a licensed tour operator and travel agent, registered by the State Tourism Agency. Our main business is servicing corporate clients, organizing seminars, conferences and congresses, training, travel, holidays and tours at home and abroad, hotel accommodation, car rental cars, selling airline tickets, events and tickets to sporting events, medical travel insurance, transfers, team building, gift vouchers, themed events, professional sound and lighting for events and activities, advertising and branding.
- The company is a partner and representative of the biggest international tour operators for Bulgarian market.
- Customers of World Travel Management Ltd receive professional attitude, attention to detail and preferential prices for the services offered.
- As your partner we will provide the following services: hotel reservations, organizing corporate events and themed events, registrations and reservations for international congresses and exhibitions, air tickets, car rental, transfers, travel insurance, visa services, tours, holidays and more.

### Description of services

- Our goal is to provide comprehensive organization of business trips for our customers at home and abroad. World Travel Management Ltd. develops special programs for seconded employees of its corporate clients.
- The programs are adjusted to the individual requirements of each company, as the usual travel destinations, limits for accommodation, hotel categorization personally pay at the hotel reception, unified invoice for all seconded staff and others. The goal of each program is to optimize processes and costs associated with business trips of employees, export training and corporate events of the client. For each company it is extremely important to control costs. The solutions we offer are aimed to control these costs and facilitating administrative accounting processes.



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### Airline Tickets

- Experienced team of agents provides a minimum of three different offers for each trip. Always looking for the best balance between the flight and price. Tenders are sent within 1 hour with a detailed explanation of the terms of each tariff. Strictly after each reservation, so that the customer can be notified in time. Service 24 hours, seven days a week.

### All kinds of corporate events



Provides comprehensive organization of your corporate events, product presentations, seminars, trainings, meetings, cultural events, parties and anniversaries, gala dinners, sporting events, and weekend packages in the country. Assist in the evaluation of suitable sites, pre-planning, rental of rooms and additional services. For each event provide a minimum of three bids. Always ensure the presence of a coordinator by the company to monitor the precise execution of every detail.

### Registrations for congresses and exhibitions at home and abroad

- The service includes: Registration of congress participants without commission on the registration fee
- Booking hotel near the Congress area
- Reservation and issuing of tickets at low prices
- Organization of transfers on request
- Organization of free time on request



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### Hotel accommodation all over the world

We offer different options for each specific inquiry and a recommendation for the best ratio of price, terms of booking and convenience (location, category, etc.). Using its own resources, ISPs and reservation systems to offer acceptable options for booking hotel. Prepare special hotel programs for corporate clients traveling with employees under which negotiate special prices in certain frequented hotels.

### Medical insurance Worldwide

- Cover the risk of unforeseen expenses for medical assistance while traveling abroad. New insurance sent by e-mail and covering additional risks such as loss of luggage, costs for legal assistance and others.

### Additional services

- Ensuring employers can motivate their employees by offering various options for social programs, vouchers for holidays.
- We help our customers choose better option for holiday through specially designed for the employees of our corporate clients proposals for holidays in the country and abroad.
- Branding and advertising of a product according to corporate identity, which includes the development of each as necessary materials according to your type of product and marketing strategy.

### Service organization

- **Contact person.** Choosing us as your partner, we will offer you a fixed contact person (Account Manager) responsible for the quality of service.
- **Account Manager** monitors all received inquiries and orders made reservations, and timeliness of the necessary aggregated and processed information. Together with you we will work to reduce and optimize the costs of travel and the overall organization.



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- **The office** of World Travel Management Ltd is in Sofia, 53, Todor Kableshkov Boulevard, Trade center "Friends", floor 2, office 74 which is open from Monday to Friday (10.00. - 18.00.). Customers can contact us via Mail, telephone and fax number to inquire or obtain advice. Contact in case of need outside working hours (weekends and holidays) employees of the clients can use the following mobile phones: 0879 87 87 88 and 0876 82 82 88.
- **Issuance of accounting documents** - immediately after the application (issue a ticket or confirmation of a hotel reservation), unless otherwise agreed. For organized events (seminars, conferences and other) billing 50% before and 50% after completion of the event. Invoice for payment in advance where necessary deposit for accommodation in hotels and organized
- **Receiving and processing queries.** Principle of operation is the "request - offer - reservation request - confirmation of reservation / issue of ticket." Specific tenders in response to an inquiry sent by mail as soon as possible but no later than the next business day. The normal time for processing the request for air ticket or hotel reservation is within 1-2 hours, but in some cases more time is needed as the processing of requests for events. Together with each client receives offer conditions in case of change or cancellation of a reservation.
- We will be happy if we can demonstrate our experience and expertise in corporate tourism services. World Travel Management Ltd. will use all its resources to deliver the best service, advice and technological solutions applied in the tourism industry in Bulgaria.

**Stanislava Bankova**

General Manager

World Travel Management Ltd.

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