

Supplier Rate Sheet

Fill one sheet per supplier as their rates arrive — same structure every time, so costing never starts from a PDF hunt.

SUPPLIER

Property

Location / park

Contact person

Phone / email

RATE BASIS

Rate type

STO / net or rack — commission % if rack

Currency

KES or USD

Valid

from — to

Meal basis

FB / HB / BB / AI

SEASONS

Season	Dates
High	
Shoulder	
Low	
Closed	

RATES GRID

Season	Room type	Per person sharing	Single suppl.	Child rate(s)

One row per room type per season. Child rates by age band, e.g. under 3 free; 3–11 at 50% sharing.

INCLUDED IN THE RATE

- e.g. full board, 2 shared game drives daily, laundry, airstrip transfers...

EXCLUDED / PAYABLE EXTRA

- e.g. conservancy fee USD ____ per person per night, payable direct; premium drinks; private vehicle...

TERMS

Deposit

Balance due

Release period

how long a provisional booking holds

Cancellation scale

e.g. 30+ days 25% · 15–29 days 50% · under 14 days 100%

Minimum stay / closed dates**Rate protection**

do confirmed bookings hold their rate if prices change?

Tip: Savanna Sync builds priced quotes, invoices and confirmations in minutes from reusable packages — **start a free 14-day trial (no credit card) at savannasync.com**