

Tour Booking Confirmation

BOOKING

Booking reference

e.g. BK-2026-118

Date confirmed

Your business

Phone / WhatsApp

Email

TRIP SUMMARY

Tour

Travel dates

Travellers (as per passport)

Total price

PAYMENT STATUS

Deposit received

amount, date, M-Pesa / bank reference

Balance due

amount and due date

How to pay

M-Pesa Paybill / bank details

CONFIRMED SERVICES

Service	Details	Dates	Status
Accommodation	lodge / camp — room type — nights — meal basis		confirmed / on request
Transfers	route — vehicle type		
Activities	game drives, walks, balloon...		
Park fees	park — pax × days — included or payable on arrival		
Extras	anything agreed beyond the package		

PICKUP

Date & time

Place

Driver / guide

name and phone

INCLUSIONS

- ...
- ...

EXCLUSIONS

- ...

BEFORE YOU TRAVEL

- Bring passports; dress for early mornings and dusty roads; carry any medication you need.
- Travel insurance is required — it should cover medical expenses and emergency evacuation.

- Emergency line (24/7 during your trip): _____

CANCELLATION POLICY

- ...

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**