Invoice

INVOICE # CRT-INV-26-3307

ISSUED Aug 3, 2026

DUE DATE Aug 24, 2026

ROSE
TRAVEL

FROM
Compass Rose Travel
Elena Vasquez
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333 W Wacker Dr, Suite 700, Chicago, IL 60606
IATA: 17-5 2283 4

BILL TO
Meridian Architects, LLP
Rebecca Lin
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222 N LaSalle St, Floor 18, Chicago, IL 60601
Trip: World Architecture Forum, Lisbon

TRIP	TRAVELERS	DATES	BOOKING REFERENCE
World Architecture Forum, Lisbon	12, names on the itinerary	Oct 11–16, 2026	CRT-G-26-118

#	ITEM	QTY	PRICE	DISC.	TAX	TOTAL
	Flights and hotel					
1	**Round-trip economy, Chicago O'Hare to Lisbon** Code: AIR-LIS Fare class: Economy, changeable for a fee Fare including government taxes and carrier fees. One checked bag each. Tickets issued Aug 3.	12 travelers	$1,186.40	–	0%	$14,236.80
2	**Hotel, Lisbon, 4 nights, breakfast included** Code: HTL-LIS Rooms: 12 single rooms, Oct 12–16 Lisbon's city tourist tax of €2 a night is paid by each guest at the hotel.	48 room-nights	$212.00	–	0%	$10,176.00
					Subtotal: Flights and hotel	**$24,412.80**

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#	ITEM	QTY	PRICE	DISC.	TAX	TOTAL
	Ground, insurance and fees					
3	**Airport transfers by private coach** Code: TRF	2 transfers	$380.00	–	0%	$760.00
4	**Travel insurance: medical and trip cancellation** Code: INS	12 travelers	$74.00	–	0%	$888.00
5	**Agency service fee** Code: FEE-SVC	12 travelers	$45.00	–	0%	$540.00
6	**Group booking fee** Code: FEE-GRP	1 group	$150.00	–	0%	$150.00
					Subtotal: Ground, insurance and fees	**$2,338.00**

Subtotal	$26,750.80
Sales tax (none on travel services in Illinois)	$0.00
Amount due	**$26,750.80**

Balance due

ITEM	DATE	AMOUNT
Trip total	Aug 3, 2026	$26,750.80
Less deposit received	Jun 30, 2026	−$8,000.00
Balance due	By Aug 24, 2026	$18,750.80

The balance is due 48 days before departure, when the hotel's group block must be guaranteed.

Itinerary

DATE	FLIGHT	ROUTE	TIMES
Sun, Oct 11	TP 268	Chicago O'Hare → Lisbon	5:35 pm → 8:20 am +1
Mon, Oct 12	Coach	Lisbon airport → hotel	9:30 am
Fri, Oct 16	Coach	Hotel → Lisbon airport	10:00 am
Fri, Oct 16	TP 267	Lisbon → Chicago O'Hare	1:20 pm → 4:05 pm

Passports must be valid for at least 3 months after Oct 16, 2026. Check Portugal's entry requirements, including ETIAS, before you travel.

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How to pay

Please pay $18,750.80 by Aug 24, 2026, quoting CRT-INV-26-3307.

ACCOUNT NAME
Compass Rose Travel, Inc.

ACCOUNT NUMBER
5519 0087 3361

BANK
Lakeshore Commerce Bank

CARD
By phone, 2.5% fee

ROUTING NUMBER (ACH)
071 555 248

REFERENCE
CRT-INV-26-3307

Terms

1. Name changes

1.1 Airlines allow name changes for a fee of $150 a ticket plus any fare difference, up to 7 days before departure.

2. Cancellation

2.1 The hotel releases rooms without charge until 30 days before arrival. After that, the first night is charged. Airfares follow the airline's rules.

3. Insurance

3.1 Each traveler receives a policy document by email. Claims are made directly with the insurer.

4. Our fees

4.1 Agency and group booking fees are not refundable once tickets are issued.

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