

PAID SERVICES

GTC understands travel advisors are busy and can benefit from a little extra help sometimes. Through our Paid Services, advisors may request assistance with building profiles and handling invoices — essential components that contribute to business success. Our specialists aim to free up time for advisors, allowing them to concentrate on other areas of business.

SERVICES

Knowledgeable Paid Services staff members provide the following services for an hourly fee:

- Creating profiles in Sabre, Embark or ClientBase
- Invoice assistance in Sabre or Create Booking

KEY BENEFITS

- Paid Services is perfect for advisors who are busy focusing on a client's travel needs but need extra help with profile creation or invoicing.
- Paid Services specialists can create corporate, traveler, group or family profiles, as well as update profiles with new information.
- The invoicing option is an ideal solution for advisors who have numerous non-air invoices that need to be added to Create Booking for tracking purposes.

FEES

This service is charged at a \$35 hourly rate with a one-hour minimum charge.

GETTING STARTED

- Upon completing the [Paid Services Request Form](#), a Paid Services Manager will reach out to the advisor to identify the advisor's specific needs.
- Once the advisor's needs are identified, a Paid Services Specialist will be assigned to fulfill the requested tasks.
- Advisors can reach out to gtcadvisorsupport@globaltravelcollection.com with any questions.