



TRAVEL AND LOGISTICS CO-ORDINATION

Comprehensive travel and trip planning including:

- Researching and booking all UK & International business travel.
- Booking all travel & hotels and adding full details to the diary.
- Providing full travel itineraries and co-ordinating with other attendees.
- Preparing visas and other travel documentation where required and advising on any vaccinations and travel advice necessary.
- Online flight check-in services and providing digital boarding passes (sent via email or direct to phone).
- Booking cars / other travel means during trip.

How can this service help you?

Coordinating travel can be time-consuming and stressful, but we're here to handle it all for you. From researching and booking both UK and international business travel, to securing hotels and adding full details to your diary, we ensure every aspect of your trip is seamlessly organised.

We prepare detailed travel itineraries, coordinate with other attendees and take care of essential travel preparation such as visas and vaccinations. We can assist with online flight check-ins, digital boarding passes, and even arranging cars or other transportation during your trip.

By managing the logistics, we take the hassle out of business travel, allowing you to focus on the purpose of your trip while saving valuable time.