

Cancellation & Refund Policy Builder

Travel & Tourism

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a cancellation and refund policy with each term separate — cancellation slabs by days-before-travel, non-refundable components, amendment charges, no-show and force-majeure handling — so you protect against losses and clients know where they stand. Use it in quotes and bookings. For the booking flow use the Booking & Payment Collection SOP.

Purpose of this tool & output

Draft a fair, protective cancellation policy

How the output is used

Use it to draft a fair, protective cancellation policy — a cancellation and refund policy across slabs, supplier terms and force majeure.

Who receives it

The policy is shared with and accepted by the traveller at booking, and forms part of the booking terms.

Important cautions

AI-generated policy; align client slabs to actual supplier cancellation terms so you are not out of pocket. A lawyer should review.

Companion documents

- Enquiry-to-Booking Conversion Playbook
- Travel CRM & Follow-Up System
- Booking & Payment Collection SOP
- Customer Service & Complaint SOP
- Repeat & Referral Program
- Reviews & Reputation Management

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.