

Task 2 Checklist for Lake District Adventure

Use the list below to identify whether you have met all the criteria required by the exam board

You have use either Arial or Time New Roman Font

Your Itinerary includes:

- Departure point
- Departure time
- Arrival point
- Arrival time
- Method of travel
- Price of travel
- Accommodation costs
- Total price of the trip for the entire group

Your confirmation letter includes:

- Your business address
- Your clients business address
- The date
- A reference number
- Ideally three paragraphs
- A suitable space to sign the letter