SAMPLE ITINERARY. The client, hotels, flight numbers and times are fictional, for illustration only. Blank template and guide: dmcquote.com/guides/travel-itinerary-template

Sample Travel Agency (fictional)

12 Example Street, [City] | +00 0000 0000 | hello@example.com | Licence no. 00000

TRAVEL ITINERARY

All times are local time at the place named, 24-hour clock.

Trip summary

Client (lead traveller)	RAO / Kiran (Mr)	**Itinerary ref.**	IT-2027-0311
Travellers	RAO / Kiran (Mr), RAO / Priya (Mrs), RAO / Anika (child, 8 at travel)	**Version**	Version 2, issued Sat 20-Feb-2027
Trip	5 nights: Singapore (3) and Kuala Lumpur (2)	**Your consultant**	[Name], +00 0000 0000 (WhatsApp)
Dates	Thu 11-Mar-2027 to Tue 16-Mar-2027 (5 nights, 6 days)	**24-hour line**	+00 0000 0000

Your trip at a glance

Day	Date	City	Plan	Overnight
1	Thu 11-Mar-2027	Singapore	Arrive Changi 14:35. Private transfer to the hotel.	Sample Hotel, Orchard
2	Fri 12-Mar-2027	Singapore	City tour (shared). Night Safari.	Sample Hotel, Orchard
3	Sat 13-Mar-2027	Singapore	Universal Studios Singapore.	Sample Hotel, Orchard
4	Sun 14-Mar-2027	Kuala Lumpur	Fly to Kuala Lumpur. Private transfers both ends.	Sample Hotel, KLCC
5	Mon 15-Mar-2027	Kuala Lumpur	Batu Caves and city tour (shared).	Sample Hotel, KLCC
6	Tue 16-Mar-2027	Departure	Private transfer to KLIA. Fly home 16:30.	-

Day by day

Day 1 | Thu 11-Mar-2027 | Singapore

Morning	Fly to Singapore. Flight [XX 000], booked separately.
Afternoon	Land at Singapore Changi 14:35. Clear immigration and collect your bags.
Evening	Free evening. The outdoor gardens at Gardens by the Bay are a short taxi ride away (own arrangements).
Hotel	**Check in** from 15:00: Sample Hotel, Orchard (fictional). 3 nights, bed and breakfast.
Transfers (pick-up time, meeting point)	Private arrival transfer. Your driver waits in the arrival hall after customs with a name board showing RAO.
Tours and tickets	-
Meals	-
Notes	Submit the SG Arrival Card online within 3 days before arrival, for each traveller.

Day 2 | Fri 12-Mar-2027 | Singapore

Morning	City tour, shared coach. **Pick-up 08:30** from the hotel lobby. Please be ready 10 minutes early.
Afternoon	Free.

Evening	Night Safari. Ticket included; taxi own way.
Hotel	Sample Hotel, Orchard.
Transfers (pick-up time, meeting point)	Tour pick-up 08:30, hotel lobby.
Tours and tickets	City tour (shared). Night Safari ticket for 2 adults and 1 child.
Meals	B (breakfast)
Notes	Comfortable shoes and water for the day.

Day 3 | Sat 13-Mar-2027 | Singapore

Morning	Universal Studios Singapore, full day. Taxi own way to Sentosa.
Afternoon	Universal Studios (continued).
Evening	Free.
Hotel	Sample Hotel, Orchard.
Transfers (pick-up time, meeting point)	-
Tours and tickets	Universal Studios Singapore 1-day ticket for 2 adults and 1 child. Non-refundable.
Meals	B
Notes	Opening hours change by date: check the park's own site the day before.

Day 4 | Sun 14-Mar-2027 | Singapore to Kuala Lumpur

Morning	Breakfast. Check out by 12:00. **Pick-up 09:45** from the hotel lobby to Changi Airport.
Afternoon	Fly Singapore 13:30 to Kuala Lumpur 14:35, flight [XX 000], booked separately. Both cities are on the same time.
Evening	Free. KLCC Park and the Petronas Twin Towers area (own arrangements).
Hotel	**Check out** Sample Hotel, Orchard by 12:00. **Check in** Sample Hotel, KLCC (fictional) from 15:00. 2 nights, bed and breakfast.
Transfers (pick-up time, meeting point)	Pick-up 09:45 at the Singapore hotel lobby. At KLIA your driver waits in the arrival hall with a name board showing RAO.
Tours and tickets	-
Meals	B
Notes	Submit the Malaysia Digital Arrival Card within 3 days before arrival. Malaysia's tourism tax for foreign guests is paid at the hotel.

Day 5 | Mon 15-Mar-2027 | Kuala Lumpur

Morning	Batu Caves and city tour, shared. **Pick-up 08:30** from the hotel lobby.
Afternoon	Free.
Evening	Free.
Hotel	Sample Hotel, KLCC.
Transfers (pick-up time, meeting point)	Tour pick-up 08:30, hotel lobby.
Tours and tickets	Batu Caves and city tour (shared).
Meals	B
Notes	Shoulders and knees covered for the temple visit.

Day 6 | Tue 16-Mar-2027 | Departure

Morning	Breakfast. Check out by 12:00.
Afternoon	**Pick-up 12:15** from the hotel lobby to Kuala Lumpur International Airport (KLIA).
Evening	Fly home 16:30, flight [XX 000], booked separately.
Hotel	**Check out** Sample Hotel, KLCC by 12:00.
Transfers (pick-up time, meeting point)	Pick-up 12:15. This allows about an hour's drive plus 3 hours at the airport. Your driver will confirm the time the evening before.
Tours and tickets	-
Meals	B
Notes	Keep the 24-hour number handy in case the driver is not there 10 minutes after the pick-up time.

Hotels

City	Hotel, address, phone	Check-in	Check-out	Nights	Room and meals	Conf. no.
Singapore	Sample Hotel, Orchard (fictional), [street address], Singapore. +65 0000 0000	Thu 11-Mar-2027 from 15:00	Sun 14-Mar-2027 by 12:00	3	1 Family Room, BB for 2 adults and 1 child	[HCN]
Kuala Lumpur	Sample Hotel, KLCC (fictional), [street address], Kuala Lumpur. +60 0 0000 0000	Sun 14-Mar-2027 from 15:00	Tue 16-Mar-2027 by 12:00	2	1 Family Room, BB for 2 adults and 1 child	[HCN]

Flights (booked separately)

Date	Flight	Departs (local time)	Arrives (local time)	Booking ref.
Thu 11-Mar-2027	[XX 000]	[Home city] [time]	Singapore Changi 14:35	[PNR]
Sun 14-Mar-2027	[XX 000]	Singapore Changi 13:30	Kuala Lumpur KLIA 14:35	[PNR]
Tue 16-Mar-2027	[XX 000]	Kuala Lumpur KLIA 16:30	[Home city] [time]	[PNR]

Flight times are as printed on the ticket: departure in the local time of the departure airport, arrival in the local time of the arrival airport.

Emergency contacts

Your travel consultant	[Name], +00 0000 0000 (WhatsApp, office hours)
Agency 24-hour line	+00 0000 0000
Local ground handler 24-hour line	[Copied from the hotel and transfer vouchers]
Travel insurance	[Insurer], policy [no.], 24-hour assistance [number]
Emergency services	Singapore: police 999, ambulance and fire 995. Malaysia: 999.
Embassy or consulate	[Your country's mission in Singapore and in Kuala Lumpur]

Important information

- Passports: check that each passport meets the entry rules of both countries for your nationality. Names on every booking match the passports.
- Arrival cards: Singapore Arrival Card and Malaysia Digital Arrival Card, each submitted online within 3 days before you arrive. Both are free on the official sites.
- Hotels: check-in and check-out times are the hotel's own. Early check-in and late check-out are requests, not guarantees.

- Paid at the hotel: Malaysia's tourism tax for foreign guests, any deposit the hotel asks for, and personal extras.
- Transfers: be at the meeting point at the pick-up time. If the driver is not there 10 minutes after it, call the 24-hour line.
- This itinerary is a plan. Supplier timings can change and we will tell you if they do. Vouchers for each service are attached separately.

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