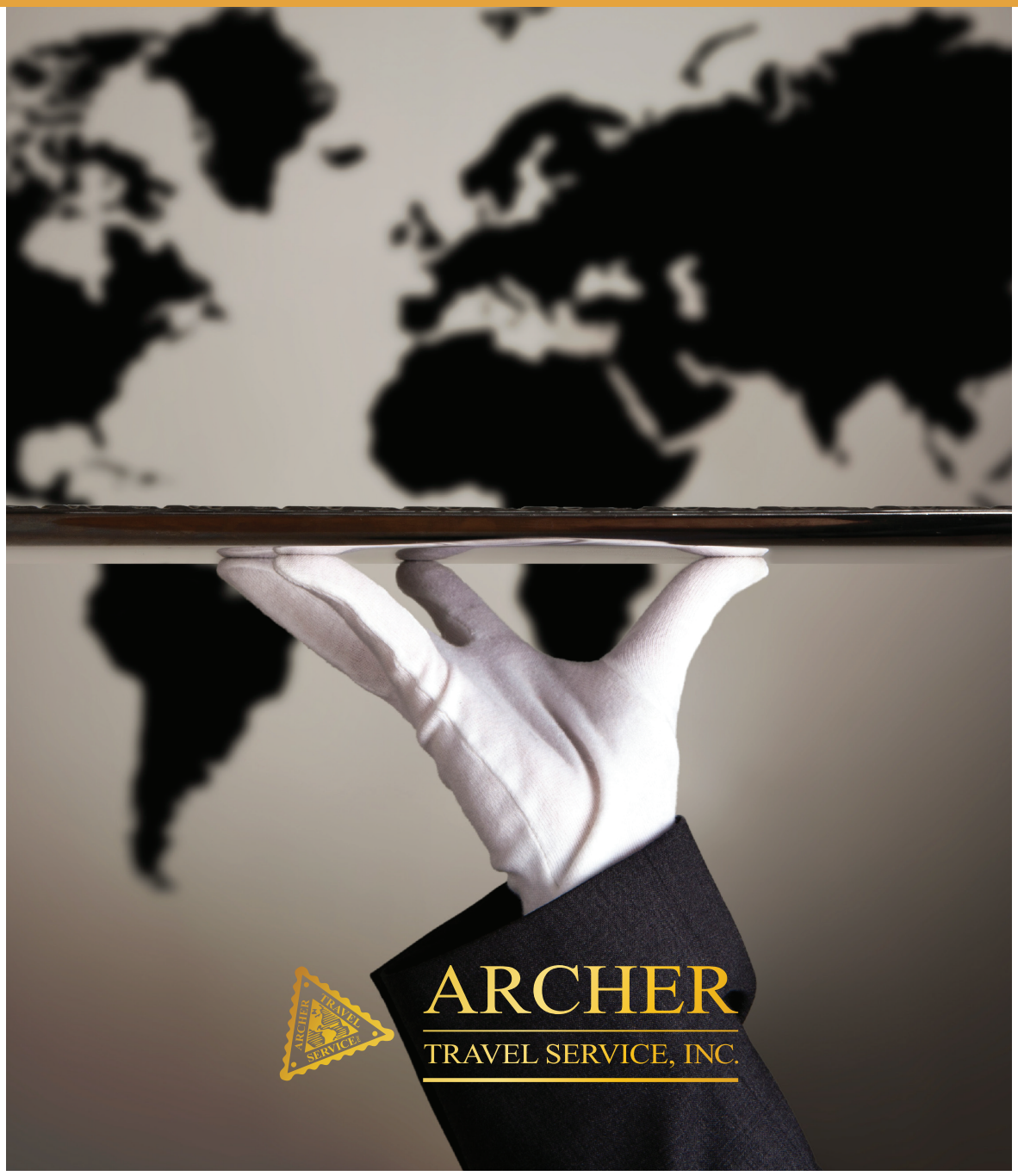
Welcome

USA Agents Only

Let's Get Started



CONTENTS

Welcome Message 02

Guidelines 03

Travel Advisor Training 04

Who to Contact 05



"Helping clients explore the world is your superpower."

WELCOME TO THE ARCHER & EVOLUTION TRAVEL AGENT PROGRAM!

Congratulations on becoming a part of one of the most dynamic travel networks in the world! This New Agent Packet was designed to help you get started as an independent travel advisor with confidence and success. Inside, you'll find basic steps you need to know — from booking guidelines, receiving commissions, registering with suppliers, to accessing trainings, marketing materials, and ongoing support.

At Archer Travel Service, Inc. we've proudly been a travel agency for over 70 years, providing top-tier service! We're happy that we are able to provide training, resources, and partnerships with the best suppliers in the industry. As part of the Evolution Travel family, you now have access to tools, technology, and mentorship to grow your travel business at your own pace.

Take your time reviewing this packet carefully — it's your travel basic and start to your roadmap for success. Welcome aboard, and get ready to explore the world of opportunities waiting for you as an Archer Evolution Travel Advisor!

Booking Travel Arrangements

1. Important Information for Booking Travel

- A **desktop or laptop computer** is recommended for travel bookings.
- We also recommend using **Google Chrome or Mozilla Firefox** as your web browser for the best experience.
- **Tablets or mobile devices** may be used but are not always compatible with supplier websites
- The ***Archer Go'** Booking App is approved for use on all mobile devices.

Note: Always use travel agent portals to book and earn commissions! Consumer portals may not recognize the Archer IATA number.

2. Safety

- Please, NEVER share client information with anyone other than the client without their written permission.
- Do not share the Archer Travel IATA & CLIA numbers, cruise line reference numbers, or login credentials for any websites as this may cause fraudulent bookings.
- As part of the independent travel agent program, you receive this corporate information as part of your membership. Please keep it confidential at all times.

3. Receiving Commissions

- Always book the GROSS price for clients, not the net price.
- Net rates are wholesale rates do not include commission. You must add on your service fee.
- The Gross rate includes the commission paid to Archer. You receive 80% of the commission as an agent, so always book at the Gross Rate.
- Agents may book Instant Commissions through Evo Plus and will receive 100% of that Commission immediately.

4. Bookings with Suppliers

- Archer Travel Preferred Suppliers will provide the maximize commission, customer service, and access to travel agent rates. Find them in the 'Suppliers' Tab on the Travel Café website.
- No portal login required: You can call preferred suppliers (e.g., Sandals Resorts, Carnival Cruises) directly for bookings. These bookings can be transferred to your travel agent portal if needed.
- Tinleg, Expedia TAAP, and Vacation Express do not accept phone calls for Bookings, please book on the travel agent portal.

Important: Do not contact supplier BDMs directly unless approved by Archer Travel or an Evo Platinum Leader.

State that you are an Affiliate Travel Agent of Archer Travel Service, Inc.
You will need:

- Archer Travel's IATAN #/ARC #/CLIA # 05824840
- or Archer Travel Phone for Land Suppliers # 818-248-1511
- or Cruise Line Reference for Cruise Bookings # 818-248-9141

TRAVEL AGENT TRAINING

Training is available through:

- **Travel Café Training Hub** (recordings)
- **Daily Facebook & YouTube live trainings**
- **Monthly training calendar**, posted on the Travel Café homepage
- BackOffice Homepage (Zoom Trainings)

Evolution Travel Café	**Evolution Travel Cafe + Archer Travel Service, Inc**	**Evolution Travel Café**
www.facebook.com/EvolutionTravelCafe	www.youtube.com/@EvolutionTravelCafe	www.instagram.com/evolutiontravelcafe

Commissions

1. When are commissions Paid Out?

Commissions are paid twice per month—on the 15th and the last day of the month.
If a payout date falls on a weekend or holiday, payments are processed on the next business day. Commission deposits are sent throughout the day until **5:00 PM Pacific Time**.

You are paid once:

1. **The supplier sends the commission payment to Archer Travel, and**
2. **The Commissions Team matches that payment to your submitted Commission Tracking Form**

After both steps are complete, your commission will be included in the next payout cycle.

Important:
Some suppliers do not release commission payments until after the client has completed travel. In these cases, the wait time can be **30–60 days after the trip ends.** This timeline is set by the supplier to protect against cancellations. Many suppliers pay earlier, but some do not.

Example:
If your client travels in **April 2029**, the latest you would receive payment would be May–**June 2029**, regardless of when the booking was originally made.

Evo Plus bookings pay out immediately.
These are also called **Instant Commissions.** You can learn more in the **Evo Plus** tab of your BackOffice.

2. How do I receive Commissions in the USA?

- Payment Provider: ADP (WorkMarket)
- Registration & Onboarding
- Watch for Your Invitation
  - You'll receive an email from Hi@WorkMarket.com with your registration link to the email you signed up with.
- Complete ADP/WorkMarket Registration
  - Follow the link, verify your identity and banking information.
  - ADP may make a small (penny) deposit to confirm your account.

- Existing ADP Users
  - If you already get residual payments via ADP, no action is required—your new commissions will link automatically.
- Multiple EVO Accounts (SSN & EIN)
  - You must register once per TIN.
  - Each ADP account needs its own unique email address.

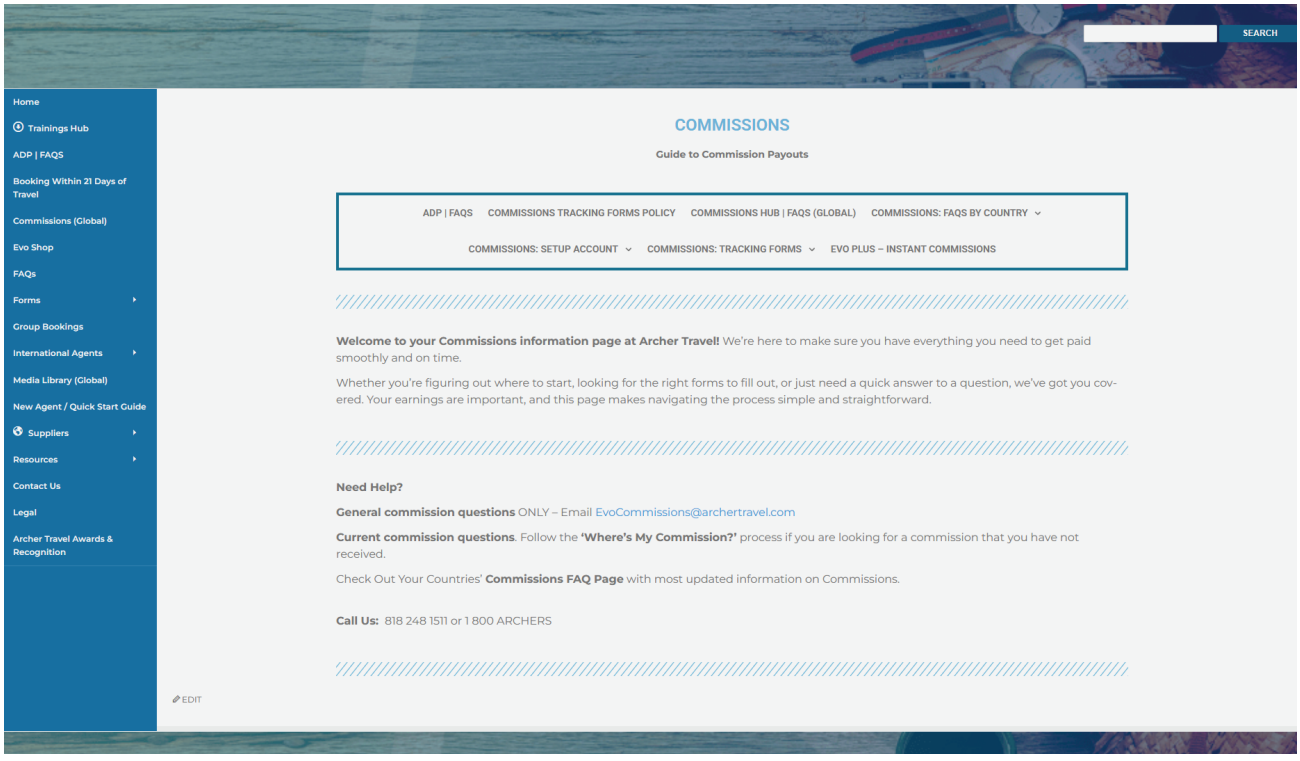
3. Commissions Hub - Getting Paid

The Commission Tracking Form (Commissions Hub) MUST be completed immediately after creating a booking. You must be a Continuously Active Travel Agent from the time of the reservation until the time of payment of Commission. **All commission tracking forms (individual and group) must be submitted within 30 days of reservation and deposit date or the commission will be reduced by 20%.**

To access this form:

- Register your evotravelagent.com website.
- Once there, Click 'Login.' Go to Your Dashboard.
- Hover over the 'Commissions' Tab and Click on 'Commission Hub'
- Fill out the form and click Submit.

More info? 'Commissions' Tab in the Travel Café Website.



WHO TO CONTACT

Your Upline ('My Team' tab of your BackOffice)

Archer Travel Service, Inc. (All Travel Questions)

Email: evocustomercare@archertravel.com
Phone: 818-248-1511
Hours: **Mon–Fri, 8:30 AM–5 PM PST**
Handles: trainings, suppliers, bookings help, commissions, Travel Café, evotravelagent.com sites, etc.

Evolution Travel:

Message: **Blue chat bubble in BackOffice**
Phone: 702-569-5675
Handles: membership payments, Evo Rewards, team building, myevolutiontravel.com support.

ADDITIONAL CONTACTS

CLIA card – evosupplierhelp@archertravel.com
IATA card – evocustomercare@archertravel.com
Commissions – evocommissions@archertravel.com
Business Card Info: Available in Travel Café website
Credit Card Authorization Forms - Download in Travel Café Website

Cruises Booking Help - 818 236 4201 or peggyh@archertravel.com
Evo Rewards - Evolution Enterprises
Group Bookings - groupcontracts@archertravel.com
Digital Marketing Material Shop.Archertravel.com
Supplier Registration Help: evosupplierhelp@archertravel.com
Cancel Membership: BackOffice - Edit Account

Archer Travel Corporate Owners

CEO & Co-Owner Archer Travel
Ron Archer: rarcher@archertravel.com

Co-Owner & VP Archer Travel
Reggie Rivas: reggie@archertravel.com

IMPORTANT – SECURE DOCUMENT IN A SAFE PLACE – A.T.S.

This is not for public view, this is for the Archer Evolution Agent Only. This may not be shared with anyone outside Archer Evolution Travel Agent Program.

Secure this document in a safe place.

Archer Travel Service
World Headquarters:
800 Colorado Blvd. Los Angeles, CA 90041
Call: 818-248-1511
Toll Free: 1-800-272-4377
Email: evocustomercare@archertravel.com

Evolution Enterprises
Call: 702-569-5675
Message: Blue Chat Bubble in BackOffice

This is not for public view, this is for the Archer Travel Agent Only. Private use Only. Secure this document in a safe place.