- A table of the route, day by day and camp by camp
- The number of clients, guides and support staff
- The volume of baggage and which sections it must be carried on
- The number of tents and the type of accommodation in each camp
- The number of catered days, the camps, and any dietary restrictions
- Whether you need porters, a kitchen and a toilet service
- Hotel nights and room categories
- A contact for the responsible leader
- The contract, invoice and reporting format you require

**For each camp, please also state:**

- The planned date the group arrives and leaves
- How many clients and staff are sleeping there
- How many tents, places at the table and meals are needed
- Where loads are handed over and collected again
- How additional services are to be approved on site
- A contact for the person entitled to approve costs

The more precise the original table, the smaller the risk that one side treats a service as included while the other sees it as an extra charge. Anything ambiguous is turned into a measurable line before signing.

Once we have your details we flag any missing decisions in a single list, and we never fill them with assumptions in the quote.