

## Transportation Agreement

Occasion/Event Date: \_\_\_\_\_ Day: \_\_\_\_\_ Pick-up Time: \_\_\_\_\_ AM/PM

Occasion/Event: \_\_\_\_\_ Number of Passengers: \_\_\_\_\_

Name of Passenger/Group: \_\_\_\_\_ Company: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Alternate Phone #: \_\_\_\_\_ Contact Person's Email: \_\_\_\_\_

Pick-up Address/Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Destination/Drop-off Address/Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Final Destination Address/Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Vehicle Type:    Sedan    Stretch Limousine    Van    Mini-bus    Coach

Trip Type:    One Way    Round Trip    Multiple Stops    Number of Hours: \_\_\_\_\_

Special Requests/Instructions: \_\_\_\_\_

1. Minimum hours (4 hours x \$ per hour) \_\_\_\_\_
2. Overtime hours (\_\_\_\_\_ x \$ per hour)/Flat rate \_\_\_\_\_
3. Travel fee beyond 50 miles from Washington D.C./Transfer Rate (\$) \_\_\_\_\_
- Subtotal:** \_\_\_\_\_
4. 20% service charge \_\_\_\_\_
5. 4% administration fee for all credit card payments \_\_\_\_\_
- Deposit (50% non-refundable) \_\_\_\_\_
- Balance:** \_\_\_\_\_

Balance of \$ \_\_\_\_\_ due in our office by \_\_\_\_\_ (days prior to event).

Payment Method:     Credit Card     Cash     Check

## Terms and Conditions

### Payment:

1. At the time the agreement is signed a 50% **non-refundable** deposit will be paid.
2. All reservations must be paid in full 30 days in advance of the event date.
3. A fee of \$100.00 will be charged for checks returned by the bank.
4. Cost of all parking expenses, tolls must be paid directly to the chauffeur.
5. Cash payment for non-scheduled overtime must be received at start of overtime. We do not bill in increments of hours or minutes. You are given 15 minutes grace period. After 15 minutes you will be charged for another hour. For example: 4 hours and 16 minutes would be billed as 5 hours.
6. For a daytime event, there may be a scheduled event preventing use of the limo past a certain time. Please determine this ahead of time and make your plans accordingly. *Be sure to allow enough time for your occasion. In some cases, there will be another event booked after yours is scheduled to end. If you think you might need more time, take this into consideration at the time of booking. These events have a way of taking a lot more time than you think. Keep in mind: Our car drives slower than yours.*
7. On an evening event, overtime is usually not a problem, but it is absolutely essential that payment is arranged well in advance with cash or credit card.

### Cleaning Fees:

8. There is a \$250 cleaning fee if rice or birdseed is thrown into the car. These items will **stain gowns, car upholstery, affect operation of the electrical division window, and attract insects, rodents, etc.**
9. There is a \$500 cleaning fee if the car must be cleaned due to someone getting sick in the car.

### Limousine Arrival and Location:

10. If the arrival of the car is a surprise, be sure to indicate that it will be a surprise at the time of booking.
11. Be sure to give detailed directions and a map or sketch, if necessary, of where the limousine needs to go. In your directions, especially if the location is hard to find, use only main streets and direct routes.
12. We request that you call and re-confirm the times and addresses 48 hours before the event.

### General:

13. Large baggage items can be a big problem; this car has very little baggage space, due to the design.
14. Make sure nothing is left in the car at the end of the event. This is your responsibility and we will accept absolutely no liability for anything you may have left behind.

15. Decorating the car in any shape, fashion or form is not allowed. The original lacquer paint is delicate and very expensive to repair.
16. You are **financially responsible** for any physical damage done to the car by you or your guests.
17. Refund Policy. (Broken engagement, etc.) \$75 cancellation fee anytime. With 121-180 days notice, 75% of balance (less cancellation fee) will be returned. With 61-120 days notice, 50% (less cancellation fee) will be returned. Less than 60 days notice, no refund.
18. The driver's primary responsibility is to transport you safely. Also, it is to safeguard the car. The car is never left unattended.
19. Possession or use of illegal drugs or open alcohol containers by anyone is prohibited in the car. If the driver observes drugs, he will pull the car off the road, and you and your guests, along with your drugs or alcohol must exit the car at once. In this eventuality you will receive no refund.
20. Eating, drinking or smoking in the car is prohibited in order to preserve the original upholstery and wood veneers.
21. In the sole judgment of the driver, he determines that the behavior of you or your guests is out of control, unsafe, illegal, dangerous or irresponsible to lives and/or property; he may terminate the run and order all occupants out of the car. He may or may not issue a warning before taking such action. If this happens, you will not receive a refund.

I have read, understand and will comply with the provisions stated above.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Credit Card Authorization Form

Card Number: \_\_\_\_\_

Type of Card:      Visa      Master Card

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Security Code: \_\_\_\_\_

Card Holders Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Card Holder Phone Number: \_\_\_\_\_

Charge Authorized Amount: \$ \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize **Sarakel Transportation, Inc.** to make charges in the amount of \$ \_\_\_\_\_ to my credit card in consideration for services requested by me.

**IMPORTANT NOTE: This form and a copy of the front and back of the credit card are required to secure your reservation. Please fax it to: (703) 935-1143.**