



Company Information:

Company Name: _____

Company Telephone #: _____ Fax#: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

CEO: _____

Federal Tax ID #: _____

Contact name: _____ Contact Title: _____

Contact [Tel:](#) _____ Ext. #: _____ Contact Email: _____

Number of Employees Authorized to Use Limo Service: _____

Account Name: _____

Account Password: _____

*If you wish to include a list of Authorized Employees, please attach such in fax.

Corporate Account Holders may choose to pay with cash, by Credit Card immediately following each trip or to be billed monthly or bi-weekly, depending on volume, as to be determined by Crowne Chauffeur.

Please select your preferred method of payment (Initial on line): Check____ Cash____ Credit Card____

Regardless of preferred method of payment, Crowne Chauffeur must retain a valid Credit Card number.

Billing Information:

Credit card:

__MasterCard __Visa __American Express

Card Info:

Number_____ Expiration Date:_____

Name (as it appears on Credit Card):_____

****Please Include a Photocopy of your Credit Card, Front and Back.****

Billing Address (must be same as Credit Card Billing Address):_____

City_____ State:_____ Zip Code_____

Crowne Chauffeur's Terms and Conditions:

All services beginning before 6AM or ending after 12PM will incur a \$15.00 surcharge.

All Prices quoted will include a 20% gratuity.

Any out of pocket expenses such as tolls, parking fees, or other incidental charges incurred during travel will be added to final bill.

Crowne Chauffeur reserves the right to asses a minimum fee of \$200.00 for any necessary cleaning and/or repair to vehicle as a result of damage beyond normal wear and tear.

Accounts will be billed on a monthly or bi- weekly basis. Account balance is due within 14 days of bill date. If bill is not paid within 14 days of bill date, this will indicate your wish to have your balance charged to your on-file credit card.

Crowne Chauffeur is not responsible for any lost property left in vehicles.

While Crowne Chauffeur will do its utmost to accommodate the schedule set by its customers, the timeline submitted is not guaranteed. Any delays or service interruptions instigated or caused by authorities of law, riots, strikes, acts of God, public enemies, state of war, quarantine, perils of navigation, inclement weather, accidents, hazardous conditions, and the like will not under any circumstance be held against Crowne Chauffeur.

Cancellations:

All Cancellations must be made LIVE. Email or Fax cancellations must be confirmed by Crowne Chauffeur to prevent any fees incurred.

Cancellations received 36 or more hours before scheduled pick up time will incur no penalty fee.

Cancellations received within 24 hours will be charged a \$25.00 fee or 30% of the total fare, whichever is greater.

Cancellations received within 12 hours are subject to full fare.

Name _____ Signature _____

Title/ Position: _____ Date: _____