



TRANSPORTATION SERVICE REQUEST FORM

Person Booking Reservation: _____ Phone #: _____

Passengers Name: _____

Passenger Cell #: _____ Vehicle Preference: Sedan SUV

AIRPORT DEPARTURE INFORMATION

Date of Pick-Up: _____ Time of Pick-Up: _____ (AM PM)

Place of Pick-Up: _____

Address: _____

AIRPORT INFORMATION: (Please check one and specify if Other)

Airport dropping off at: DTW Other: _____

Flight #: _____ Flight Time: _____

Type of Flight: Domestic International

AIRPORT ARRIVAL INFORMATION

Date of Pick-Up: _____ Arrival Time in Detroit: _____ (AM PM)

Airport Picking-Up From: DTW Other: _____

Airline: _____ Flight #: _____

City of Connecting Flight: _____ Airport Code: _____

PAYMENT INFORMATION

Last 4 Digits of Credit Card on File: _____

Or Enter New Card Information Below

Credit Card #: _____ EXP Date: _____

Name on Card: _____ SEC Code: _____



SERVICE AGREEMENT

Thank you for partnering with Aristocat Transportation. We offer our clients the most diversified and impressive fleet of vehicles in the industry, along with outstanding customer service.

We will email your confirmation(s) upon receipt of this signed agreement.

Rates are inclusive of fuel, taxes, and chauffeur's gratuity. Tolls and any parking charges are NOT included. This quote is based on your request for service.

Payments, Cancellation Fees, and full Terms and Conditions are attached to the second page of this agreement. Credit Card form is on page three of this agreement.

Aristocat Transportation is not responsible for lost or stolen articles. Passengers are responsible for any damage to vehicle, due to their own negligence. A minimum \$250.00 fee will apply, plus the cost of damages. To cancel this agreement, please refer to our Cancellation Policy described in our **TERMS AND CONDITIONS**. If proper cancellation is not given, the above contract remains valid and client will be responsible for full payment.

Based on your request, we are able to provide the following:

Date of Service: _____

Number of Passengers: _____

Group Name (If Applicable): _____

Vehicle Type(s) Requested: _____

Scope of Service:

Amount of Non-Refundable Deposit: \$ _____

Total Cost: \$ _____ (+ Parking or any out of pocket expenses)

Printed Name : _____ Title: _____

Signature: _____ Date: _____



TERMS AND CONDITIONS

PAYMENTS: A non-refundable deposit is required for all reservations upon signing this agreement. **The required deposit is stated on the 1st page of this service agreement.** The deposit is applied to the total cost of the reservation. Full payment for the total cost for vehicles is due 5 days prior to commencement of 1st scheduled pickup. Full payment for buses must be received 2 weeks prior to service date. Credit Cards are accepted for final payment. *All check payments must be received 10 business days prior to pick up, 15 days prior to pick up for final bus payments.

CANCELLATION POLICY: All deposits are non-refundable. Any group (15+ reservations) will be charged a 25% cancellation fee once entered into our system. Sedans, SUV and Van airport service have a 3 hour cancellation policy (by phone only) to avoid a full charge. All hourly and non-airport reservations require a 5 day notice to avoid a full charge. All bus reservations have a minimum 2 week cancellation policy to avoid a full charge.

THE DEPARTMENT OF TRANSPORTATION BUREAU OF MOTOR CARRIER SAFETY: (DOT) has adopted certain regulations for the protection and safety of both the charter customer and Chauffeurs. Chauffeurs are limited to 15 consecutive hours on duty in any one day. Of these 15 hours, a maximum of 10 hours may be actual driving hours. Once the Chauffeur's total or driving hours have been used – the Chauffeur must have a minimum of eight (8) hours off duty before local service or extended period of driving may be performed. Additionally, no coach driver may drive more than 70 hours in any 8 consecutive day period. A second coach driver will be required if your program is scheduled to exceed the driving hours set forth by the DOT.

Failure to adhere to the rules set forth by the DOT will cause coach drivers to be declared "out of service." Coach drivers who have been declared out of service may not operate a commercial motor vehicle until lawfully able to do so under the rules set by the DOT. Aristocat Transportation complies with all DOT regulations. All coach drivers are required to maintain a written log record of hours on duty.

DETAILED ITINERARIES: are necessary and must list all stops with adequate directions or addresses. Chauffeurs are instructed to work with group leaders and in many cases advise travel times, routings, places to eat or places to see, etc. However, rather than depend upon the Chauffeur on the road, discuss your travel plans with our office; we will be happy to assist you making your travel plans prior to departure. Motor coaches will not be able to pick up at private residences.

CLEANLINESS AND DAMAGE TO VEHICLES: are both the responsibility of you the customer and the Chauffeur. Aristocat

Transportation is not responsible for lost or stolen articles. Passengers are responsible for any damage to vehicle including but not limited to negligence. Minimum \$250.00 fee.

Smoking is prohibited in any vehicles of Aristocat Transportation. Passengers may bring food and beverages on board (cans or plastic containers only.) Alcohol may be consumed in appropriate quantities only if all passengers in the vehicle are of legal drinking age with proper I.D.. Aristocat Transportation has complete authority to terminate the charter at any time due to inappropriate behavior.

SEATING AND SAFETY: are top priority to both you and Aristocat Transportation. We ask that all passengers remain seated at all times while the vehicle is in motion. The total number of passengers can not exceed the seating capacity of each vehicle. Charter groups must provide adequate supervision for all guests. For your SAFETY, your Chauffeur must devote his full attention to his driving.

LIABILITY: Aristocat Transportation shall not be liable for any failure to perform its obligations where such failure is as a result of Acts of Nature (including fire, flood, earthquake, storm, hurricane, snow, ice, tornado or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo. Aristocat Transportation will endeavor to maintain the schedule submitted by its client, but is not guaranteed. If in any Act of Nature, as mentioned above, and other conditions beyond our control, make it, in the opinion of the carrier, inadvisable to operate chartered coaches either from points of origin or any point in route, the carrier shall not be liable therefore, or be held for damages for any reason whatsoever. Aristocat Transportation reserves the right to lease equipment from other carriers if necessary to fulfill this charter agreement.

Aristocat Transportation, the Chauffeur, and any of its agents or contractors does not guard or assume care, custody or control of your luggage, bags and other personal belongings and their contents and is not responsible for fire, theft, damage, or loss of any such luggage, bags and other personal belongings and their contents. Your luggage, bags and other personal belongings and their contents are your responsibility and you place them on this bus/vehicle entirely at your own risk. Luggage and all other property will be handled only at passengers own risk and only in an amount that can conveniently be carried in the chartered bus. Any damage to the vehicle, caused by the chartering party, will be charged to the chartering party.

To cancel this agreement, notice must be received by the timelines detailed in the above Cancellation Policy clause. If proper cancellation is not given, the above contract remains valid and Client will be responsible for full payment.

Initials: _____



PAYMENT AUTHORIZATION FORM

Credit Card	Please complete the Credit Card Billing Authorization Form Below
Credit Card Authorization	
Credit Card Billing Information:	
Your (Company) Name:	
Person Authorizing Charge:	
Credit Card Type:	
Issuing Bank:	
Credit Card Number:	
Enter CVV Number (security code):	
Expiration Date:	
Billing Address:	
City:	
State/Province:	
Zip/Postal Code:	
Authorized Charge Amount:	\$

Signer agrees that all information provided is accurate and complete. Signer also acknowledges that all services may be immediately terminated at Aristocat Transportation’s discretion if any charges are declined or charge backs are claimed against any outstanding invoiced amount. Disputes to amounts or invoices should immediately be reported to sue@aristocatlimo.com.

It is the duty of the Client to inform his or her guests of the terms and conditions of this agreement. The chauffeur is responsible to the client for direction and/or changes ONLY.

Overtime will apply after the first 9 minutes of prearranged drop off times, after that, time is billed in ½ hour increments at the contracted hourly rate, plus 20% gratuity for the chauffeur, including an 8.5% fuel surcharge. Overtime MUST be paid in cash BEFORE overtime occurs. For VIP, Regular Corporate Clients, and Regular Affiliate Accounts overtime will be billed to the credit card provided.

Print Name: _____ Title: _____

Authorized Signature: _____ Date: _____