

Limousine Reservation

A1 Chicago Limousine & SUV Inc.
(708) 228-4700 Reservations
(708) 599-0266 Fax

VEHICLE TYPE

- Chrysler 300c Stretch
- Mercedes S500
- Executive Cars Lincoln
- SUV
- Stretch Limousines
- Excursions
- Cadillac SUV
- H2 Hummer SUV
- Limo Bus
- Charter Bus

EVENT TYPE

- Caissons
- Prom
- Quinceaneras
- Airport Pickup
- Airport Dropoff
- Nite on Town
- Sport Event
- Corporate
- Concert
- Funeral

EVENT TYPE

- Wedding
- Bachelor Party
- Bachelorette Party
- Anniversary
- Special Date
- Girls Shopping Day
- Tour Chicago
- Trade Show
- Special Event
- Other

Date of Service: _____

Contact Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Pickup Location: _____ Time: _____

Dropoff Location: _____ Time: _____

Weddings only:

Ceremony: _____ Time: _____

Reception: _____ Time: _____

Final Destination: _____ Time: _____

Wedding Colors: _____

Special Requests: _____

I agree to terms and conditions attached.

Customer Signature: _____

Date: _____

BE SURE YOU FAX THIS PAGE AND THE PAYMENTS PAGE TO US AT (708) 599-0266

Terms and Conditions Limousine Reservation

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***Cancellation Policy:** We have a 6 hours cancellation policy. You can cancel a reservation 6 hours before the reservation takes place with NO penalty. You must contact us by phone! A cancellation Fee equal to the total trip cost including 20% gratuity will be charged for any cancellation that is made less than 6 hours before the scheduled pick up.

***Airport Transportation - Cancellation Policy -** If reservation is canceled six (6) hours or less (from the time of the scheduled departure time of flight), on the date of service or if flight arrives and there is no contact within one (1) hour of flights arrival at gate for domestic flights, or 1 1/2 hours of flights arrival at gate for international flights, there is a full charge for the service. This will be charged to the credit card given at time of reservation.

There is also a 15 minute grace period given for departures to the airport, from the time of the scheduled pick up. If vehicle is still waiting after grace period has expired, there is a charge of \$20.00 plus gratuity, for every 15 minutes, beginning from the initial scheduled pick up time. Any waiting time is to be paid to driver at time of service. If airport reservation is canceled and is not re-scheduled, there is a \$ 25.00 administrative charge to the credit on file.

Charters/Weddings/Proms/Point to Point Service - Cancellation Policy - If reservation is canceled one (1) month or less (Weddings and Proms - three (3) months or less) from the date of original service, there is a full charge of either flat rate quoted or total of minimum hours reserved for. This charge will be processed on credit card given at time of reservation. Wedding and Prom cancellations must be submitted in writing by certified mail ninety-one (91) days prior to the date of service.

With regard to Point to Point service, there is a 15 minute grace period given from the time of the initial scheduled pick up time (for concerts/sporting events - you do not need to schedule a return time, as the drivers do find out what time the event is over - there is a 30 minute grace period given from the time the event is over). If vehicle is still waiting after grace period has expired, there is a charge of \$ 20.00 plus 20% gratuity (on limousines) and a \$ 40.00 plus 20% gratuity (on SUV Excursions & larger), for every 15 minutes, beginning from the initial scheduled pick up time.

If legal action is necessary to collect monies due, you will be responsible for all court costs, our attorney fees and the balance due. Also, any damages caused to the vehicle by client or their guests, will result in a minimum charge of \$ 100.00, based on cost of damage. Any person or persons that get sick in a vehicle, also will be charged a minimum fee of \$ 250.00 (final cost is charged when bill is received from detail shop).

***Waiting Time/Extra Stop/Early-Late Hours Policy:** NO waiting charge for airport pick up! For other pick up locations if the driver is required to wait more than 15 minutes after the scheduled pickup time - or scheduled stops - you will be charged \$10 per 15-minute interval up to one hour. If pick up time is before 6:00 am or after 10:00 pm an extra \$10 will apply.

***No Show Policy:** The full fare plus gratuity will also be charged if the passenger fails to be at the designated pickup location. We do not guarantee vehicle availability or pricing for any reservation changes. To avoid being billed as a no-show, please do not leave your location without contacting us.

***Deposits:** A 25% deposit will be required to hold all reservations. A five day grace period is given for refunds. After this period, the deposit is nonrefundable.

***Gratuity:** There is a 20% gratuity added to charters.

***Methods of Payment:** Cash, checks, credit cards accepted for both deposits and final payments.

***Extra Charges:** Most packages are all inclusive. If you want additional services or inclusions, contact us.

***Multiple Stops:** All stops should be prearranged before the charter begins., due to the size of our vehicles we map routes carefully. This is for the safety of our customers, driver and vehicles. Unscheduled stops are at the discretion of the driver.

***Damage to Vehicles:** Parties causing damage to vehicles are responsible for all repair costs. Please follow these rules: No feet on bars, no smoking inside vehicles, no standing outside moon roof, no reckless behavior.

***Max Capacity:** Drivers are not authorized to exceed the number of passengers stated for each vehicle. Our maximum passenger limit is set by state law and insurance guidelines.

***Alcohol and other Beverages:** No alcohol consumption by persons under 21 will be permitted. We will provide non-alcohol beverages for our under-21 clients. Driver reserves the right to terminate contract immediately if alcohol is consumed in violation of state law.

***Termination Clause:** Driver reserves the right to terminate contract, at his/her sole discretion, for reasonable and just cause, including alcohol consumption by minors, reckless behavior including throwing items from windows or moonroof, climbing out of vehicle through windows or while in motion, fighting or other just cause reasons.

Payments Page

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Total Package Cost: _____

Deposit: _____

Balance Due: _____

Payment included with contract (check or money order)

Cash

Credit card

Name on card _____

Credit Card number _____

Expiration _____ CVV (number on reverse) _____

Billing Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

As the credit card holder, I hereby authorize this charge for services purchased

Authorized Signature _____ Date _____

NOTE: We will automatically charge your credit card the balance due on the appropriate day.

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