



**Client Itinerary & Charge Authorization Form**

Ez Vans will not be responsible for any changes in the airline flight time. It is the full responsibility of the clients /passengers to verify and notify Ez Vans with any changes ahead of time.

Please see Terms of Use attached to this form (total of 2 pages).

Client Full Name \_\_\_\_\_ Company Name \_\_\_\_\_

E-mail address: \_\_\_\_\_ Client Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Guest Name: \_\_\_\_\_ Guest phone: \_\_\_\_\_ Need Event Assistant: \_\_\_\_\_

Number of Passengers \_\_\_\_\_ Corporate events: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Vehicle type requested: \_\_\_\_\_ Coordinator cell: \_\_\_\_\_

Pick-up Time \_\_\_\_\_ Instruction: \_\_\_\_\_

Pick up Date \_\_\_\_\_ Special Note: \_\_\_\_\_

Event Instructions: \_\_\_\_\_

\_\_\_\_\_

<b>Pick-up Address * 1</b>	<b>Airport:</b>	<b>Port:</b>	<b>Location:</b>
Address: _____			
City _____ State _____ Zip _____			
<b>Pick-up Address * 2</b>	<b>Airports:</b>	<b>Port:</b>	<b>Location:</b>
_____			
City _____ State _____ Zip _____			
<b>Final Destination</b>	<b>Airport:</b>	<b>Port:</b>	<b>Location:</b>
Address: _____			
City _____ State _____ Zip _____			
Special Instruction: _____			
Wait & Return Instruction: _____			
<b>Airport:</b>	<b>Terminal:</b>	<b>Airline:</b>	<b>Flight #:</b>
<b>Fight Departure time:</b>	<b>Flight Arrival Time:</b>		
<b>Method of payment &amp; Billing:</b>			
Credit Card _____ Corporate account billing _____ Credit card on file _____			
Contract Rate: -----Estimated Quote: -----Estimated Hours: -----			

**Ez Vans Credit Card Authorization form:**

Credit Card Number: \_\_\_\_\_ PayPal \_\_\_\_\_ PayPal payments visit our website.

Expiration: \_\_\_\_, \_\_\_\_, \_\_\_\_\_

Verification # (the last 3 or 4 digits on the back of the credit card): \_\_\_\_\_

Credit Card Billing Address:

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

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

Gratuity: \_\_\_\_\_ (Minimum of 18 % standard gratuity amount and service fees will be added to all final invoices with the exception of client already added gratuity to the contract).

Total Charges \$ \_\_\_\_\_

Deposit Amount (Minimum of 60%) of total contract price will be charged within the cancellation terms, and we process authorization of full charge, or charge your credit card for the full amount).

\$ \_\_\_\_\_

**By signing below or replying to this e-mail or electronic (fax) form is considered as your approval to all terms and conditions and authorizing Ez Vans and /or affiliated companies to charge your credit card. (except within the cancellation time)**

**Deposits Are Non Refundable (except within the cancellation time).**

**Full contract charge will apply and is non refundable unless the contract is cancelled with the cancellation time.**

- a) **Motor coaches, Limo buses and Mini coaches must be cancelled 3 days (72 hours) before the pickup time.**
- b) **Limousines, Vans & SUVs from 6-15 passengers must be cancelled 2 days before the pickup time.**
- c) **For all airport and small trips cancellation must be 6 hours before the pickup time.**

You will be billed the total contract amount; this means you will pay for all charges on the contract.

By signing this contract and entering your credit card information in the appropriate fields, each individual/joint or company card holder are authorizing, Ez Vans ([www.ezvans.com](http://www.ezvans.com)) and affiliated companies providing service to Ez Vans clients, to charge the credit card for any of the following charges, deposit cancellation fee, damages to the vehicle, and all services rendered.

Client are informed that we could use (farm out) affiliated company service provider to provide service.

**Rules & Regulations for Buses, Vans & Limousines:**

1. No alcohol consumed by anyone under the age of 21 years in any authorized limousines/vans.
2. No SMOKING inside the vehicles, \$100.00 charge per incident. No exceptions. No use of any illegal drugs of any kind.
3. All tolls and parking are not included in the rental rate.
4. In case of damages to the vehicles caused by the passengers/ guests, client/ the card holder is responsible for the full repair charges.
5. \$50-\$250 for any excessive clean up fees.
6. All unruly persons will be dropped off at the sole discretion of the driver with no refund.
7. We will not be responsible for any missing, damaged, or stolen property.
8. Overtime will be billed in an hour increments. Customer agrees that overtime will be billed at the contracted rate.
9. Cancellations must be made by e-mail or fax within the cancellation terms (see above) to avoid being billed for the full contract.
10. Clients agree that replacement vehicles may be substituted in the event of any major mechanical issues, Accident, etc...
- 11- All rides with multiple pickups drop off and stops could be subject to additional charge of \$20.00 per stop and \$40 wait time. Full charges may also apply if the passenger fails to show up and/or fails to contact our office or if they are unable to locate their chauffeur (airport restrictions). If you do not see your driver please call our office at: **949/310-553-8267**.

We are not responsible and do not accept any further dispute or claim regarding cash payment, tip/service fees, or the balance paid directly to the driver and will not honor any credit (except with prior arrangement in writing).

Contract obligations: I understand and agree to the length and usage along with any charges and further agree to pay for any and all charges, over time, damages my party may cause during the rental periods. I also agree to the above terms, rules and regulations.

All damages, over time, extra stops, additional wait time, are the sole discretion of the driver & will have charges. The prices above are best estimates only.

Client Name (Print): \_\_\_\_\_ Customer signature: \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for your business**

**Ph:** (949/310) 553-Vans **E-fax:** (888) 820-1366 **E-mail:** [info@ezvans.com](mailto:info@ezvans.com)