



Discount Transportation Service
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Client Itinerary & Charge Authorization Form

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

Client Full Name _____	Company Name _____
E-mail: _____	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: _____	

Pick-up Address * 1	Airport: _____	Port: _____
Location:		
Address: _____		
City _____	State _____	Zip _____
Pick-up Address * 2	Airport: _____	Port: _____
Location:		

City _____	State _____	Zip _____
Final Destination	Airport: _____	Port: _____
Location:		
Address: _____		
City _____	State _____	Zip _____
Special Instruction: _____		
Wait & Return Instruction: _____		

Airport: _____ **Terminal:** _____ **Airline:** _____ **Flight #:** _____

Flight Departure time: _____ **Flight Arrival Time:** _____

Method of payment & Billing:

Credit Card Corporate account billing Credit card on file Other: _____

Contract Rate: _____ Estimated Quote: _____ Estimated Hours: _____

Ez Vans-Ez Bus is not responsible for changes in the airline flight time. It is the full responsibility of the clients /passengers to verify and notify us.

Credit card authorization & contract form, Terms and Conditions, Rules, Regulations & Release of liability.
PLEASE PRINT OUT AND COMPLETE THIS AUTHORIZATION AND RETURN IT TO OUR OFFICE BY FAX OR BY E-MAIL.

Ez Vans Credit Card Authorization form:

Credit Card Number: _____

PayPal (PayPal visit our website).

Invoice: _____

Expiration: ____, ____, _____

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

Credit Card Billing Address:

Address: _____ City _____ State _____ Zip _____

Estimated Charges\$: _____ Gratuity \$: _____ Gratuity %: _____

Total Charges: \$ _____

Full balance will be charged within the cancellation terms, we process full authorization on the card prior to the service date.

Full contract charge will apply and is non-refundable unless the contract is cancelled within the cancellation time.

- a) Motor coaches, Limo buses, Sprinter vans and Mini coaches must be cancelled 10 days before the pickup time.
- b) Limousines, Vans & SUVs from 6-15 passengers must be cancelled 7 days before the pickup time.
- c) For all airport and small trips cancellation must be 6 hours before the pickup time.
- d) All reservations are subject to minimum of 50% non-refundable deposit.
- e) Proms & Homecoming, Grad Night events reservations cancellation must be received 15 days prior to the pickup time for full refund.

1. No alcohol consumed under the age of 21 in any of our vehicles. Company reserves the right not to allow alcohol in any vehicles.

2. No SMOKING inside the vehicles, \$150.00-\$500 charge per incident. No exceptions. No use of any illegal drugs of any kind.

3. All tolls and parking and airport fees are not included in the contract rate.
4. Damages to the vehicles caused by the passengers/ guests, client/ the card holder are responsible for the full repair charges.
5. Charge of \$150-\$500 fees for any excessive clean up, and sanitation, and charge of \$30-\$100 for alcohol fee.
6. All unruly persons will be dropped off at a reasonably safe location at the sole discretion of the driver with no refund.
7. Ez Vans-Ez Bus shall not be responsible for any claim for missing, damaged, stolen property, or damaged personal belongings or any items left in the vehicle.
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, Ez Vans-Ez Bus shall not be responsible for accidents caused by circumstances beyond its control. Including but not limited to weather, road conditions, flat tire, etc; Ez Vans-Ez Bus shall not be responsible accident caused by circumstances beyond its control..
- 11-Additional time will be charged if clients are not ready to board the vehicles within 15 minutes on pick up & drop off contracts.
- 12-We reserve the right to refuse driving on any roads where conditions are unsafe, we reserve the right to refuse service to anyone.
- 13- Clients/guests to be informed that the vans/buses are higher than usual vehicles and may be more difficult to get in and out of the vehicles especially for elderly guests and with medical condition. Guests must use caution to get in and out since our vans are higher. **14-Children under the age of 8 must be in a car seat or booster seat, and 4' 9" or taller be secured by a safety belt in the back seat.**
- 15- Rides with multiple pickups /drop offs (except hourly rate) can be subject to additional charges of \$20.00 per stop-\$40 wait time.
- 16-Full charges also apply if the passenger fails to show up and/or fails to contact our office.
- 17-vehicles cannot be loaded beyond seating capacity.
- 18-Due to the traffic or other issues, we are not responsible for the delay of arrival time, loss, damage, expense or delay occurs during the service hours, the company assumes no liability as a carrier and is not to be held responsible for any loss, damage, expense etc.;
- 19- Client are informed that we could use (farm out) affiliated company service provider to provide service. All credit card, PayPal, and payment network direct pay payments are subject to 2.25% to 4% processing-convenience fees.
- 20-According to State law, (SPAB) certified vehicles and drivers are required for all school related, school pupil activity, transportation, and we must be informed by clients in writing at the time of booking (subject to availability). All offers, quotes and inclusions are subject to availability and may change or be terminated without notice. Seasonal surcharges, availability, sold out dates and restrictions may apply. Any unused portion(s) of inclusions are nonrefundable and. Cancellation and change fees may apply. Ez Vans-Ez Bus disclaims liability for any inaccuracies or typographical errors.

The company is 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 in writing with prior arrangement).

Quotes are valid for 24 hours. Rates are subject to availability. Confirmations are not guaranteed reservations, until guaranteed by valid method of payment. **By signing below (and e- signing) or replying to this e-mail or electronic (fax) form is considered as your approval to all terms and conditions.** I agree to pay for any and all charges, over time, extra stops & additional wait time fees, and damages my party may cause during the rental periods. I also agree to the above terms, rules and regulations. The prices above are best estimates only.

Client Name (Print): _____ **Customer signature:** _____

Date _____