



Coach of Boston

1800-528-9431

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Application for Corporate Account

NAME OF COMPANY:

_____ **Street Address / City/ State/ Zip**

Fed Tax # _____ **State of Corporation:** _____

Telephone #: _____ **Fax #:** _____

CORPORATE OFFICERS

President: _____ **PH:** _____

Office Manager: _____ **PH:** _____

CORPORATE CREDIT CARD INFORMATION

Required to guarantee payment

Credit Card: _____ **EXP:** _____

Name as it appears on card: _____

Billing address: _____

***BILLING PREFERENCE (PLEASE CHECK ONE)**

DIRECT BILL _____ **CREDIT CARD CHARGE** _____

PLEASE LIST ALL PERSONS AUTHORIZED TO PLACE RESERVATIONS ON THIS ACCOUNT

Name: _____ **Phone:** _____

E-mail: _____

Name: _____ **Phone:** _____

E-mail: _____

TERMS AND CONDITIONS

* Clients agrees to inform **Elite Coach of Boston**, with 24 hours of activity, any problem regarding the service provide by **Elite Coach of Boston** including, but not by way of limitation, failure to provide the services in a timely manner or any delay or dissatisfaction with any service provide.

* Full payment shall be due upon receipt of all invoices and/or monthly statements.

* If payment is not received in 30 days, the undersigned agrees to charge the credit card listed on the accompanying signature on file.

* Airport transfer rates are based on pick-up and drop-off without any delay or waiting time. Your reserved vehicle is dispatched accounting to the flight estimated arrival time provide by the airline automated system used by Elite Coach of Boston.

BILLING:

- Rides are billed to the customer's credit card or corporate account numbers. Elite Coach of Boston accepts the following cards: America Express, Master Card, Discover, Dines Club and Visa.
- An 18% service fee is based on the base fare, stop time, wait time, and any holiday surcharges. The service fee will be itemized on the invoice statement.
- The following additional charges will be itemized on the invoice statement: Two-way tolls, Parking, Airport and Regulatory fees.
- Applicable taxes will be charged as required.
- All rates are subject to change without notice.
- All rates are calculated on the local currency and billed in US dollars at the prevailing exchange rate.

HOURLY RATES:

- Sedan rates of travel in which a point-to point rate does not exist will be billed per hour (rates may vary for each state), 2 hours minimum, billed from the time the vehicle leaves the Elite Coach facility until the time it returns.
- There is a thirty-minute minimum garage-to-garage charge each way.
- Fractions of an hour are rounded to next half-hour.

WAIT TIME:

- A twenty-minute grace period is allowed following the reported domestic flight arrival time.
- A forty-minute grace period is allowed following the reported international flight arrival time.
- A 10-minute grace period is granted for all others pick-ups.
- Waiting time will be charged at \$10.00 per 10-minute increments once the grace period has elapsed.
- For train station pick-ups, train schedules cannot be monitored. Therefore, billing begins at the moment your 10-minute grace period elapsed.

STOPS:

- Stops en route are charged at \$10.00 per 10-minute increment.

- Stops off route are revert to the hourly rates as noted above.

CANCELLATION AND NO SHOW FEES:

- Cancellation of sedans within 2 hours will result in a full charge equal to the cost of the trip plus the 18% service fee.
- A “no show” fee equal to the trip cost plus the 18 % service fee plus applicable wait time fee will be charged when the passenger fails to arrive at designates location.
- If you cannot locate your vehicle, call 1800-528-9431 or avoid a “no show” fee.
- Cancellation of motor coaches with less the 72 hours notice will be charged the vehicle hourly minimum.
- Cancellation of vans/minibuses with in less the 48 hours notice will be charged the vehicle hourly minimum.
- Cancellation of limousines with in less than 6 hours notice will be charged the vehicle hourly minimum.

HOLIDAYS:

- A 20% US holiday surcharge, based on the fare, stop and waiting time, will be charges to all trips occurring on the following holidays:

New Year’s day Memorial day Labor day Christmas day
President’s day Fourth of July Thanksgiving day

OTHER:

- Elite Coach of Boston shall not be liable for circumstances beyond its control including weather, road conditions and breakdowns.
- Elite Coach of Boston assumes no responsibility for neither lost or damaged baggage or personal belongings, nor for any items left in the vehicle.

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 Please do not hesitate to call if we can be of further assistance. Please fax this form back to us with your signature.

I am informed of the above policies and will advise the clients/passengers. I also understand that the credit card provided to Elite Coach of Boston will be used as guarantee of the reservation.

 Name (print)

 Date

 Signature

Ground Transportation Services and Management
 · P O BOX 342, Revere, MA
 · Phone: 1800-528-9431
 · Fax: 781-321-5955
 · E-mail: support@elitecoachofboston.com