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## Prepaid & Charge Authorization Form

The Client Is Responsible For Calling & Verifying Date & Time Am or Pm &  
That We Received Your Contract

**Please see Terms of Use located at the end of this form.**

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

Passenger Name: \_\_\_\_\_

Number of Passengers \_\_\_\_\_

Pick-up Time \_\_\_\_\_

Date \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell #: \_\_\_\_\_ , \_\_\_\_\_

Work Phone: \_\_\_\_\_ , \_\_\_\_\_

Fax \_\_\_\_\_

Pick-up Address \* 1

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

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

Pick-up Address \* 2

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

**Final Destination**

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

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

E-mail address: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

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

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

**Full Mailing (Billing) Address**

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

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

20 % STANDARD Gratuity Amount and Service

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

Deposit Amount (25% of total contract price)  
\$ \_\_\_\_\_

**Deposits Are Non Refundable**

Cancellations with less than 14 days notice For Big Limousines & 6 Hours For All Airport trips & Small Trips (certified mail to address above) 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 you are authorizing A1 Limousine Service Inc to charge the credit card for any of the following charges; deposit cancellation fee, damages to the vehicle, and all services rendered. We will calculate the exact amount of hours and charges when the trip is completed. We will then deduct your deposit amount leaving the actual balance due .

**Limousine Rules & Regulations:**

1. No alcohol consumed by anyone less than 21 years of age.
2. No SMOKING inside limousine, \$100.00 charge per incident. No exceptions.
3. Clean-up fee for vomit in the limousine will be assessed.

4. All tolls and parking are not included in rental rate.
5. \$10.00 per glass for broken or missing glasses
6. \$100.00 clean-up fee for excessive matter in Limousine.
7. All unruly persons will be dropped of at the sole discretion of the driver & no refunds.
8. We will not be responsible for any lost, damaged, or stolen property.
9. No illegal drug use of any kind.
10. Overtime will be billed in half hour increments.
11. Cancellations must be made in writing by certified mail within 14 days of your scheduled event to avoid being billed the full contract amount.
12. Customer agrees that overtime will be billed at the contracted rate and agrees to pay any overtime charges.
13. Customer agrees that replacement Limousine may be substituted in the event of any major mechanical issues, limo involved in accident, etc.

**PLEASE INCLUDE  
A COPY OF YOUR DRIVERS LICENSE IS REQUIRED  
A COPY OF YOUR CREDIT CARD IS REQUIRED**

Contract obligations: I understand and agree to the length and usage along with any charges and further agree to pay for any and all damages my party may cause during the rental periods. I also agree to the above Limousine Rules and Regulations. All damages are the sole discretion of the driver. I understand and agree to pay the entire contract price if cancellation policy is not followed. The number of hours you agree to on the contract is the minimum hours customer agrees to pay, and will be charged extra if to exceed

Customers

Name (Print): \_\_\_\_\_

Customer

Signature \_\_\_\_\_ Date \_\_\_\_\_

Look below for the Next Page & Signature



**TERMS & CONDITIONS**

A1 Limousine Service .com will strictly enforce State and Federal Laws and will maintain a zero tolerance compliance policy that no alcoholic beverages can be consumed or used by any person not of legal drinking age. All U.S. law enforcement agencies have absolute power to stop any motor vehicle for administrative searches. If contraband is aboard, even in negligible quantities without the chauffeur's knowledge, they can seize and forfeit this vehicle to a local government agency. All law enforcement agencies are aggressively enforcing this policy. Therefore no person will bring contraband aboard vehicles that are owned or operated by A1 Limousine Service .com.

A1 Limousine Service .com will not be responsible for injuries that may occur due to horse playing while the vehicle is in motion or at a standstill. The purchaser on the front of this contract is responsible for his or her guests.

**AT THE CHAUFFEUR'S DISCRETION, THE PURCHASER AGREES TO BE FULLY LIABLE FOR ALL CHARGES THAT MAY INCUR.**

- (1) \$ 20.00 per broken glassware
- (2) \$ 700.00 per damaged seat, \$ 500.00 per damaged carpet, \$ 1000.00 per damaged mirror
- (3) \$ 100.00 minimum for extensive cleanup (spills, etc.), \$50.00 per each chewing gum in the carpet
- (4) \$ 20.00 shampoo and disinfecting (due to sickness interior), \$150.00 detailing and wax (due to sickness-exterior)
- (5) \$ 300.00 minimum for each burn hole, rip or tear to upholstery
- (6) \$ 800.00 minimum for each act of vandalism
- (7) \$ 2000.00 opening a Car Door into another Vehicle or Stationary Object
- (8) Triple charge of above listed amounts for all removed / stolen items from vehicle
- 9) Downtime subject to loss of revenue, per each hour lost as stated in contract A1 Limousine Service .com recommends that all and any personal valuables be removed from the vehicle when unattended. We will not be held responsible for any lost, stolen, or damaged articles.

A1 Limousine Service .com reserves the right to terminate this or any other contract for noncompliance of the above requests, especially if renters do not follow chauffeurs requests in order to obey the rules in this contract. No smoking is allowed in our vehicles. Any deposits (cash, checks or credit card authorization) will be non-refundable for any reason, if any cancellation occurs from renter's side. Deposits are charged on the credit card you provide with this contract. Taxes are applicable with all credit card transactions so balance due amounts above may be slightly off. The open balance is due immediately at the beginning of the agreed job all in CASH only. The renter authorizes the immediate 20% deposit & the final payment, states that she/he is the authorized purchaser for this rental contract, the authorized cardholder for the given credit card, responsible and liable for payment of the total amount, per cash, credit card or money order. No personal or business checks will be accepted. As with all contracts, the rental contract between the mentioned person as renter and A1 Limousine Service .com is made with the information and the terms given to us. All of the given information from the renter is binding and cannot be changed without A1 Limousine Service .com acceptance. If the contract is cancelled or accepted after it is signed, A1 Limousine Service .com is still authorized to collect the remaining balance in full, if the car was not re-rented again on the cancelled date for the same or higher amount. We will reserve the said date upon the approval of the purchaser's credit card as per telephone conversation. The credit card holder gives authorization to use the credit card information over the phone / fax / internet in combination with a signed contract. It is agreed that it is not necessary to obtain a signed credit card slip, as the reservation is made over the phone / fax / internet. Proof of identity of the purchaser using said credit card must be supported by the signed contract / credit card authorization via fax or in person. At time of pickup we need the credit card, state identification of the purchaser that authorizes the transaction for the signed contract. If the purchaser cannot provide all of the above items at the time of pickup, A1 Limousine Service .com will not start the job, as we have no proof of the legal possession of the credit card. Therefore the risk of not getting paid will give us the right to cancel. The purchaser is still fully responsible to pay the total amount as he failed to provide the above requirements.

Contracted price is set for contracted pickups, addresses, time and number of passengers. As indicated in the contract, any extra passengers traveling in the vehicle are subject to extra charge. A1 Limousine Service .com rates are billed, including, applicable fees / taxes and a 20% service charge. If you feel that you would like to provide an additional gratuity it is at your sole discretion. If, you choose to provide an additional cash gratuity; it is at your sole discretion, and is only in addition to the 20% you have already paid for. You will not receive a full or partial refund for the 20% Gratuity by providing a cash tip to the Chauffeur. We are not responsible for lost/not received confirmations when booking via internet. Some clients have spam blockers on and sometimes confirmations don't get through. It's customer's responsibility to call and get a confirmation number. It is of particular importance that the purchaser makes allowances for anticipated delays and adheres to the agreed time schedule. A1 Limousine Service .com cannot guarantee the availability of overtime. Overtime is being charged in 1 hr increments. In the event that the purchaser wants to change the time of the itinerary, they may do so, only if A1 Limousine

Service .com can accommodate other clients that booked with A1 Limousine Service .com prior to or after the said time. The purchaser further agrees to pay additional charges incurred such as overtime, tolls, parking etc. If customer fails to show at designated pick up location (NO SHOW), he/she is responsible for the full payment. On all reservations you will be considered a no-show at 60 minutes past your scheduled pick-up time; if you have not met your Chauffeur or contacted us by phone, you will be charged in full for the reservation. To avoid being charged as a no-show, contact A1 Limousine Service .com or the driver by phone at the beginning of the job. On all the Point to Point transfers A1 Limousine Service .com provides up to a 10 minute grace period at pick-up; before wait time charges apply at the hourly rate of the vehicle + 20% service charge billed in one hour increments. A1 Limousine Service .com is not responsible for traffic encountered during vehicle rental time and any delays caused by directions instructed to the driver by passengers. Point to Point Transfers include all Return Airport Transfers, Cruise Port Transfers, Point A to Point B Transfers and all non hourly reservations. The purchaser authorizes A1 Limousine Service .com to charge any additional charges after they have rendered services to the purchaser's credit card as supplemental charge. A 20% service charge will be added to your total charge as well as 9% tax surcharge if paid by credit. The payment is due at the beginning of the rental time. Customer agrees to have A1 Limousine Service .com get an authorization for the above credit card and amount, for the event stated above. A1 Limousine Service .com is not responsible for items that are left in the vehicle, lost or damaged. A1 Limousine Service .com reserves the right to charge a delivery fee for returning lost items if found. The rate will be equal to the rate of an Airport Transfer to your location plus 20% Chauffeur gratuity. A1 Limousine Service .com Chauffeur's will assist with luggage at a client's request, but assume no liability for doing so. You have 1 month to cancel a contract at no charge. Cancellations made within less than 1 month will be charged a full remaining balance of the contract. Cancellations have to be written and submitted to us by fax and have to be confirmed by our representative that it was received. If any payment due hereunder will be unpaid (10) ten days after the due date, hereon A1 Limousine Service .com will have the right to add and collect late charges with interest at maximum rate allowed by law. All such sums are due and owing with any other expenses, (filing fees, court cost, and reasonable attorney fees, etc.). Necessarily injuries by reason of such non-payments, I the credit card holder / purchaser / renter agree to pay A1 Limousine Service .com upon signing of this contract. I am satisfied with the terms and conditions above and fully understand and agree. If, for any reasons, I am not fully satisfied with the services I receive, I have 10 hours after the completion of the job to file a complaint in writing. If A1 Limousine Service .com does not receive my written complaint in the above stated timeframe, I agree that there is no valid complaint and I am fully satisfied with the services I received. Filing a written complaint, insures both parties, that it is fully understood what the problem was, and should help A1 Limousine Service .com to assist the purchaser in any kind of reimbursement. The purchaser will be contacted within a week of the complaint to settle the matter. I understand that this is a separate case from the main contract and therefore have no dispute in general against A1 Limousine Service .com and the payment I authorized. Since A1 Limousine Service .com offers high-tech-equipped vehicles, sometimes heat and excessive use of all power-operated equipment might be subject to temporary failure. This will of course not interfere with the safety of the vehicle itself and therefore will have no effect on continuing or paying of the contracted trip A1 Limousine Service .com guarantees, that all our vehicles are constantly checked to keep the highest possible standards and eliminate such failures as much as possible. A1 Limousine Service .com agrees to send the requested vehicle as offered in the contract. We have the right to upgrade the vehicles or switch the vehicles in case of emergency breakdown or if vehicles were in accidents. As stated, this will only happen in emergencies, and to upgrade, never downgrade. If no upgrade is available, A1 Limousine Service .com gives the customer the right to downsize the vehicle and receive additional discounts if wanted. No additional charges will occur on customer side if upgrade is made without customer request. If switching occurs in the same category, or upgrades

are made, it will not affect the contract and / or payment of contract. Customer's therefore accepts that replacement limousine may be substituted if contracted limousine becomes unavailable for any reason. If any of our above guarantees or contracted terms cannot be met due to conditions outside of our control, including weather, accidents and any other acts of god, including, but not limited to traffic congestion, road closures, accidents, flight delays, weather delays, road closures etc., we will use our best efforts to notify the customer of these conditions and resulting delays or changes. A1 Limousine Service .com reserves the right to terminate any reservation without refund, if the Operator or the Dispatcher on duty feels that the Renter and /or Party of the Renter is putting the Operator or the mode of transportation or the Renter/and/or Party of the Renter in danger of injury. Or, if the Renter and/or Party of the Renter are in the possession of any illegal material and/or substance, this service will be canceled without refund. This is without exception.

In case of non-payment or any disputes of charges resolved from things like damaged car or overtime, etc, I Agree and fully authorize the charges to be put on my credit card provided above.

I understand these terms and conditions and fully agree to them by signing below.



**Note: Replying to This E-mail or Electronic Form is considered as your approval to all terms and conditions and authorizing A1 USA Limousine Service to charge your credit card**

**ALL SALES ARE FINAL NO REFUNDS**