

# Be On Time Limousine LLC.

## Corporate Account Application Form

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Incorporate in (State/County) \_\_\_\_\_ DBN Number \_\_\_\_\_

Primary Contact Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

Account Contact Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

Credit card# \_\_\_\_\_ Exp: \_\_\_\_\_

CVV\* \_\_\_\_\_

**\*CVV is the last 3 digits on the back of your card. For Amex it's the 4-digit code on the front side.**

Name as it appears on your card: \_\_\_\_\_

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

Card holder's Telephone: \_\_\_\_\_

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

I authorize Be On Time Limousine to charge all expenses related to all reservation made by me or by someone else on my behalf I understand these charges may include but are not limited to all tolls, Airport parking, waiting time, stops, 20% gratuity for sedan, stretch limousine or van reservation on all reservation and no-shows or late cancellation fee. I understand that if I can not locate my driver, it is my responsibility to call the Be On Time Limousine dispatcher at 1-888-688-0101. Failure to call Be On Time Limousine and leaving a pickup location will result in a no-show charge to my credit card. No-show charges may include full payment for my reservation, and up-to 45 minutes waiting time. I understand that if I wish to cancel my reservation, it is my responsibility to notify Be On Time Limousine at least 24 hours before reservation time. Failure to do so will result in late cancellation charge to my credit card. Late cancellation fee is equal to full reservation fare. Cancellation of bus or stretch limousines reservation requires 96 hours advance notice. Reservation can be prepaid with credit card, check or cash. To prepay with credit card you must fax written authorization. The written authorization must be signed by the credit card holder. All prices are subject to availability. All quoted prices are estimated only; final charges may include a charge for extra or unscheduled stops, waiting time, different tolls, Airport parking, and etc. Please fax this authorization form to Be On Time Limousine 1-888-688-0101 along with a clear copy of both sides of your credit card and photo I.D. We will not process pre-payment request without complete documentation.

Card holder signature: \_\_\_\_\_ Date: \_\_\_\_\_

Be On Time Limousine LLC Toll Free: 1-888-688-0101 (973) 668 0164