



# CHICAGO A1

LIMOUSINE SERVICE

## Prepaid Service Form

**Please call to verify date, time, and receipt of the Form!**

### Pickup Information

Client Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Rental Type: \_\_\_\_\_ Vehicle Type: \_\_\_\_\_

Date of Service: \_\_\_\_\_ Pickup Time: \_\_\_\_\_ Drop-off Time: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Pickup Address or Airport: \_\_\_\_\_

Airline: \_\_\_\_\_

Flight Number: \_\_\_\_\_

Terminal Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Drop-off Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Billing Information

Name on the Credit Card: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

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

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

CVV Number (3-4 Digit code on the Back of the Card): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

20% Gratuity and Service Charge: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

Deposit (25% of Total Amount Due)\*: \_\_\_\_\_

\*Deposits are not refundable

**PLEASE REMEMBER: A COPY OF THE ACCOUNT  
HOLDER'S DRIVER'S LICENSE AND CREDIT CARD  
FOR THE FILE IS REQUIRED.**

## Cancellations

Cancellations must be in writing and faxed to (800) 359-1298. Fax transmission reports indicating successful transmission may be required for service cancellation. Cancellations with less than 10 business days notice for Large Limousines (8+ Passengers) and less than 4 hours notice for all Airport Trips and Small Trips will be billed the total contract amount. All wedding charters require 15 business days notice for cancellation. Failing to abide by the cancellation policies will result in being billed the full charge on the contract. All deposits are non-refundable.

## Rules and Regulations:

1. Alcohol consumption inside the limousine or vehicle by anyone less than 21 years of age is strictly prohibited.
2. Smoking inside the limousine or vehicle is strictly prohibited. A \$100.00 fine will be charged per Incident-no exceptions.
3. \$ 100.00 Clean-up fee for excessive debris or vomit in the limousine or vehicle will be assessed.
4. All tolls and parking fees are not included in the rental rate.
5. \$10.00 per glass for broken or missing glasses.
6. All unruly persons will be dropped off at the sole discretion of the chauffeur, and no refund will be provided.
7. Chicago A1 Limousine Service is not responsible for any lost, damaged, or stolen property belonging to passengers during the trip. However, if a passenger leaves a personal belonging behind, Chicago A1 Limousine Service will try to retrieve and return the item or deposit the same in its Lost and Found Department at the main office for customer pickup.
8. Illegal drug use of any kind or nature inside the limousine or vehicle is strictly prohibited.
9. Overtime charges will be billed in half hour increments.
10. Cancellations must be made in writing by fax or mail within 10 business days of your scheduled Event to avoid being billed the full contract amount. All wedding charters require 15 business day notice for cancellation otherwise; the full contract amount shall be billed.
11. Customer agrees that overtime will be billed at the contract rate and agrees to pay any overtime charges.
12. Customer agrees that a replacement limousine of similar quality or better may be provided in the event that the reserved vehicle is unavailable due to reasons beyond Chicago A1 Limousine Service control.
13. All entertainment, including CD's, DVD's, and VHS Tapes, is to be provided by the client.
14. A Valid Picture Identification and Credit Cards are required.

## CLIENT ACKNOWLEDGMENT AND AGREEMENT

By signing this contract, and entering your credit card information in the appropriate fields, you are authorizing Chicago A1 Limousine Service 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.

## Contract Obligations:

I acknowledge, understand, and agree that by signing below I am entering into a contract with Chicago A1 Limousine Service for limousine services as described herein. The number of hours listed on this contract is the minimum number of hours of service that I agree to pay for. In the event, the requested trip is extended by request; I further agree to pay for any overtime charges accordingly. I understand and agree to the time length and usage of the requested services, and further agree to pay for any and all related charges, overtime fees, cancellation fees, fines, and damages that I and or my guests may cause or incur during the requested service trip. I, on behalf of myself and my guests, agree to abide by all of the above Limousine Rules and Regulations. All damages caused by myself and or my guests shall be determined under the sole discretion of the chauffeur and Chicago A1 Limousine Service. I understand and agree to pay the entire contract price if the cancellation policy is not followed.

Customer's Name (Print): \_\_\_\_\_

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU CHOOSING CHICAGO A1 LIMOUSINE SERVICE INC.**

**WE LOOK FORWARD TO SERVING YOU!!**

Phone: (888) 546-6012 – Fax: (800) 359-1298 – Web: [www.ChicagoA1.com](http://www.ChicagoA1.com) - Email: [info@chicagoA1.com](mailto:info@chicagoA1.com)