



**Affiliate Agreement**

**I. General Information**

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

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Persons

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Office Phone Numbers

Toll Free Number \_\_\_\_\_

Local Number \_\_\_\_\_

Emergency # \_\_\_\_\_

24 Hour Fax # \_\_\_\_\_

Do you have a 24-hour reservation and dispatch center? Yes  No

If no, Please provide a 24hr cell phone number \_\_\_\_\_

Number of years your company has been in business? \_\_\_\_\_

Number of employees on staff? \_\_\_\_\_

Do you have ICC / DOT Permits? Yes  No

If yes, Please provide Permit Numbers ICC \_\_\_\_\_ DOT \_\_\_\_\_



II. Questions

What Limo Reservation / Dispatch Software does your company currently utilize?

\_\_\_\_\_

\_\_\_\_\_

By what methods does your company confirm reservations? Check all that apply.

FAX  E-mail  Phone

Can reservations be confirmed with-in 2 hours? Yes  No

When flights are delayed, do you implement additional charges?  
Yes  No

If yes, please explain charges \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a chauffeur training program? Yes  No

If yes, Please describe briefly \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How are your driver's records and backgrounds checked? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How often is this done? \_\_\_\_\_

Does your company have a Drug / Alcohol testing program ? Yes  No

How often are drivers tested? \_\_\_\_\_



Are all of your drivers / vehicles equipped with cell phones? Yes  No

Do you provide water and daily newspapers in every vehicle? Yes  No

What other standard amenities do you provide? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can billing be closed within 48 hours? Yes  No

Please describe (or attach) your current airport arrival procedure both domestic and International.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list the airports / markets served by your company.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Please provide the following: (preferably electronically)

- Complete Rate Schedule, including any airport/greeter fees and any affiliate discounts.
- Certificates of Liability and Worker's compensation insurance.
- W-9
- Fleet Inventory.

#### Reservation Process

1. We will send you reservations via email or fax, whichever is preferred.
2. We ask that you confirm all reservations via fax or email within 2 hours. Confirmation should include your reservation number and all pertinent reservation information.
3. Please notify our office immediately if you can't accept the reservation.

#### Service Delivery

1. We prefer that you do not farm-out our reservations, but if necessary call our office for clearance prior to doing so.
2. Chauffeurs should be trained professionals, and are to be dressed in a dark suit and tie.
3. All vehicles must be clean, late model, and in good working order.
4. Upgrading any vehicle must be cleared with our office in advance.
5. You must not hand out business cards, or solicit our clients under any circumstance.
6. We will provide you with a generic airport sign that we would like to be used on all of our airport arrivals.
7. Please notify our dispatcher, in advance, anytime a chauffeur will be late for a reservation.
8. If your chauffeur cannot locate our client, we ask that you contact our dispatch immediately. A decision will be made from our office whether or not to release the vehicle.
9. Authorization for any change or additional service from the originally scheduled trip that will result in extra charges must be obtained from our office, in advance.

#### Billing

1. Final charges should be submitted no later than 48 hours after the completion of each trip.
2. We prefer that charges list separately the base charge, gratuity, parking, tolls, discount, etc.

**I have read and accept the above agreement, *required!***

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