



Express Limo DFW  
(469) 556-6078

expresslimodfw.com  
info@expresslimodfw.com

## Contract

Please fill out form and Fax to **972-783-2446** or send it to our email address: [info@expresslimodfw.com](mailto:info@expresslimodfw.com)

### CUSTOMER INFORMATION

**Date of Event:** \_\_\_\_\_

**Number of Passengers/ Vehicle:** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_

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

**Pickup Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

**First Name** : \_\_\_\_\_ **Last Name** : \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Mobile Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Pickup Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Destination Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Special Notes:** \_\_\_\_\_

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

**Arrival Time:** \_\_\_\_\_

**Departure Time:** \_\_\_\_\_

**Gate:** \_\_\_\_\_

**Terminal: Notes:** \_\_\_\_\_

### PAYMENT INFORMATION

**Credit Card Number (no spaces):**

\_\_\_\_\_

Expiration Date: (mm/yy) \_\_\_\_\_  
CVC Code(numbers/digits on back of card): \_\_\_\_\_  
Credit Card Billing Address:  Same as above OR \_\_\_\_\_  
Please check one:  Debit or  Credit

## LIMOUSINE AND RATE INFORMATION

Type of Limo/ Bus: \_\_\_\_\_  
(We do not guarantee color of vehicle, we take requests only.)

Number of \_\_\_\_\_ Hours:

Rate Per hour: \$ \_\_\_\_\_

20% Service Charge includes all toll road fees, fuel surcharge, soft drinks or bottled water, 30 lbs. ice, equipment and no other charges. \*\*\*Special Event parking passes not included.

**\*\*Must be completed by customer\*\***

**\*\*Total Contract Price: Multiply number of hours x rate per hour and add 20% for Service Charge.**

\$ \_\_\_\_\_

## TERMS & CONDITIONS

**DEPOSITS are NON-REFUNDABLE**

**Cancellations with less than 10 days notice (Certified Mail/Fax) will be billed the Total Contract amount. This means you will pay for all charges on the contract. A 50% deposit will be charged at booking date. The remaining balance will be charged after the trip has ended.**

**By signing this contract, and entering your credit card information in the appropriate fields you are authorizing Express Limo DFW 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 ends.**

**\*\*PLEASE INCLUDE COPY OF CREDIT CARD AND DRIVER'S LICENSE TO RESERVE!!**

**Limousine/ Bus Rules and Regulations:**

1. No alcohol consumed by anyone less than 21 years of age. Violation may result in early termination. NO REFUNDS!!
2. NO SMOKING inside limousine/bus, \$200.00 charge per incident. No exceptions
3. \$500 fee will be assessed for vomit in the limousine.
4. Parking passes are not included in rental rate. 5. \$10.00 per glass for broken or missing glasses.
6. \$150.00 clean up fee for excessive litter in Limousine/ Bus.
7. All unruly persons will be dropped off at the sole discretion of the driver with 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 **full hour increments** after 15/20 minutes into the hour. (hourly rentals) One Way Transfers are allowed a 30/35 minute wait time. A penalty fee of \$200 will be assessed if client delays vehicle after grace period.
11. Cancellations must be made in writing by certified mail/ Fax within 10 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/ all overtime charges, travel time and damages to vehicle.
13. Customer agrees that replacement Limousine/ Bus may be substituted in the event of any major mechanical issues, vehicle involved in accident, etc. Express Limo DFW is notto be held liable in event of accidents, Acts of God, mechanical failure or accidentswhile entering/ exiting the vehicle.
14. All entertainment including CDs, DVDs, tapes are to be provided by the client.
15. Driver will obtain Credit Card swipe/ imprint or cash upon arrival
16. Same Credit Card given for booking must be presented to the driver the day of the event upon arrival for an imprint or card swipe.
17. No guarantee of color of limo/ bus, we take requests only.

**18. Please do not stand up in sunroof while vehicle is in motion.**

**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/ Bus 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.**

**Customers Name:(Print) \_\_\_\_\_**

**Customer Signature/ Initials: \_\_\_\_\_**

**Date: \_\_\_\_\_**