

ALL AIRPORTS
 AIR COND./TELEPHONES
 FAST, SAFE, CLEAN & COURTEOUS
 STRETCH LIMOS, SUV S
 VANS, MINI BUSES



24 HRS / 7 DAYS
 OUT OF TOWN / STATE
 ON-LINE RESERVATIONS
 ON-SITE DISPATCHING AT
 CORPORATE FUNCTIONS

TEL: 718-707-9000
FAX: 718-707-9099
E-MAIL:
service@citicar.com

38-60 13TH STREET
L.I.C., NY 11101
DISPATCH CENTER:
718-707-9090

CITICAR TRANSPORTATION CORPORATE ACCOUNT APPLICATION

Account #: <i>(for office use only)</i>		Date:
Name of Company		
Address	Floor/Suite	Tel.
City	State	Zip Code
Bill to the Attention of:		E-Mail
Name of person in charge of Account if different from above:		Title
Name of Principal/Owners of Company		Title
Type of Business		No. of Years in Business
Bank Name		Account Number
Bank Address		Bank Tel.
Contact Name		Bank Fax.
Other Credit Reference		Other Limousine/Car Services Used
Referred By: <input type="checkbox"/> Company: _____ <input type="checkbox"/> Individual: _____		

TERMS & CONDITIONS

Upon approval of this application, Citicar will assign to its clients an **Account Number** and provide a quantity of vouchers to be used by its employees and guests. The Clients accept responsibility for payment of **All Vouchers** containing applicants **Name or Account Number** turned into our office by our drivers. If vouchers are stolen from the Client, Citicar should be notified immediately in writing so that account number may be changed, or service stopped. The Client accepts responsibility for any unauthorized use of Citicar if above procedures are not followed. Calls may be monitored for training purposes.

Citicar reserves the right to cancel the Client's account if use of our transportation service is extremely light or if Client fails to pay invoices within 30 days of invoice date. Citicar reserves the right to bill the Clients major credit card provided if payment is not received within 30 days of the date of the invoice. Invoices are billed 10% less than major credit cards. Invoices must be paid fully by the Client, and not by the individual users.

There will be a \$ 4.00 processing fee on each voucher. A \$ 2.00 fuel charge may be added to each ride.

Authorized Person Signature _____ Printed Name _____ Title _____ Date _____
This Application must be signed by a Senior Officer of the Company

Visit our web site at www.citicar.com

PLEASE CHECK ONE:

() I wish my account to be an open account. Voucher, VIP card or identification not needed.

() I wish my account to be a restricted account. Voucher or VIP card needed.

GRATUITY

Please add 10% () 15% () 20% () other____% () gratuity to each ride.
If no amount is checked or entered, '0' gratuity will be automatically added.

CITICAR VIP CARDS

PLEASE ISSUE VIP CARDS TO THE PEOPLE LISTED BELOW. I UNDERSTAND THAT WHEN A VIP CARD IS SHOWN TO THE DRIVER OR USED AS FORM OF PAYMENT, ACCOUNT RESTRICTIONS WILL NOT APPLY.

I ALSO UNDERSTAND THAT THE ACCOUNT HOLDER IS RESPONSIBLE FOR ALL CHARGES MADE AGAINST A VIP CARD.

NAME	TITLE	VIP NO. <i>(office use only)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ACCOUNT RESTRICTIONS / REQUIREMENTS

PLEASE LIST ANY ADDITIONAL RESTRICTIONS OR REQUIREMENTS YOU WISH TO HAVE ON YOUR ACCOUNT.

Calls may be recorded for quality assurance. We are sorry, but we cannot be responsible for personal property left in a vehicle or curbside. Please make sure passengers know to take all personal belongings when entering and or leaving the vehicle.

PLEASE LIST 3 TRADE REFERENCES BELOW

(Landlord & CPA firm to be excluded)

Name of Co. _____ Contact: _____

Type of Business: _____ How long doing business with: _____

Address: _____ Phone: _____

Fax: _____ E-Mail: _____

Name of Co. _____ Contact: _____

Type of Business: _____ How long doing business with: _____

Address: _____ Phone: _____

Fax: _____ E-Mail: _____

Name of Co. _____ Contact: _____

Type of Business: _____ How long doing business with: _____

Address: _____ Phone: _____

Fax: _____ E-Mail: _____

I, the undersigned, authorize Citicar Transportation to contact the above listed references for credit application purposes.

Signature

Title

Date

We are sorry, but we cannot be responsible for personal property left in a vehicle or curbside. Please make sure passengers know to take all personal belongings when entering and or leaving the vehicle.

Visit our web site at www.citicar.com