



## Corporate/Personal Account Application

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

### Corporate Pickup Information

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

Primary Contact: \_\_\_\_\_

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

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

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

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

Date of Service: \_\_\_\_\_ Pickup Time: \_\_\_\_\_ Drop Off Time: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Passenger Home Phone: \_\_\_\_\_

Passenger Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Passenger Email Address: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

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

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

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

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Corporate 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

**Corporate Account Information**

Federal ID #: \_\_\_\_\_

Billing Preference:

\_\_\_\_ Passenger Credit Card

\_\_\_\_ Credit Card on File

\_\_\_\_ Account:

Bank Reference: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

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

Account Billing Period:

\_\_\_\_ Weekly

\_\_\_\_ Bi-weekly

\_\_\_\_ Monthly



#### Terms and Conditions:

1. A photo copy of driver's license of primary contact/account holder and credit card to be used on file is required for all accounts.
2. All Online Reservations must be made at least 12 hours prior to the scheduled pick up time. Otherwise, you may call 1-800-706-7727 to place your reservation.
3. All cancellations require 3 hours notice prior to scheduled pick up, otherwise the trip fare will be charged in full.
4. A "No Show" fee equal to the trip fare will be charged for any passenger who fails to show up at the designated location. Please call 1-800-706-7727 if you cannot locate your Rush Ground Transportation Sedan or Limousine to avoid being charged the "No Show" fee.
5. Standard Gratuity charge of 20% of trip fare will be applied for all trips.
6. Trip fares do not include airport taxes, applicable tolls, and fuel surcharge ("convenience fee") if applicable.
7. A Holiday surcharge will apply to all fares for the following holidays: New Year's Eve, New Year's Day, Christmas Eve, Christmas Day, 4<sup>th</sup> of July, Memorial Day, Labor Day, and Thanksgiving Day.
8. Early AM pickup charge of \$20.00 shall apply to all pick ups after 12:00 am and before 5:00 a.m.
9. There is no charge for the first 15 minutes of waiting time. Waiting time exceeding 15 minutes shall be billed at \$55/hour for sedans and \$80/hour for limousines.
10. Corporate A/R account billing: Any unpaid balance due after 5 business days of the last day of the billing cycle shall be charged to the credit card on file.
11. Signature on File Accounts: The credit card on file will be charged upon the completion of each scheduled trip, or multiple trips in a single day. This eliminates the extra task of presenting your credit card to the chauffeur on each trip. Customers are required to update credit card records prior to the expiration of any card on file.
12. Rush Ground Transportation reserves the right to refuse service or make a reservation for any passenger who fails to supply a valid credit card for payment. In such cases, cash only will be acceptable.
13. Rush Ground Transportation reserves the right to provide a replacement sedan or limousine of comparable quality in the event the specific vehicle requested is unavailable for reasons beyond control.
14. Rush Ground Transportation reserves the right to deny an account set up to any person, company, and or entity for any reason within its sole discretion.
15. All rates are subject to change without notice.



**Client Acknowledgement and Agreement:**

I, the undersigned, on behalf of the afore-listed Company and/or myself, acknowledge and agree to all of the agreement terms and policies of Rush Ground Transportation and further authorize Rush Ground Transportation to charge the credit card listed herein for limousine services rendered as well as any cancellation, no show, overtime fees, waiting time fees, holiday surcharges, and other applicable costs and fees as described herein and do not require any further signatures for such credit card payment. If applying for a corporate A/R account, I agree and authorize Rush Ground Transportation to run a credit check on our company and to contact our credit references listed herein to assess the Company's credit worthiness. I further authorize and agree that interest fee of 2.5% per month and collection fees may be charged to our account on any overdue amounts. In the event that our Company default's on any payment, I authorize Rush Ground Transportation to charge the credit card listed herein for the entire balance due, including interest and collection costs.

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

Name or Title of Authorized

Representative (Print): \_\_\_\_\_

Company Name (Print): \_\_\_\_\_

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