



American Limousines, Inc.

4401 E. Fairmount Avenue

Baltimore, MD 21224

Phone: 410-522-0400

Toll Free: 1-800-787-1690

Fax: 410-522-0403

SIGNATURE ON FILE AND BILLING PACKAGE

To:
Company:
Fax:

From:
Date:
Pages:

The following fax contains a Signature on File Package that will be used to establish your account. Please complete all pages fully and fax back to American Limousines, Inc. as soon as possible.

A photocopy of BOTH front and back of the billing credit card must be included with the returned fax. All pages completed in full and signed are necessary in order to process any transportation needs. If any of the aforementioned items are not provided, the Signature on File package will be considered incomplete.

Additionally, you will find a policy sheet. Please review this in full and sign before completing and returning this package. It contains policies regarding rates, procedures and cancellations.

Thank you for choosing American Limousines, Inc. as your luxury ground transportation provider. Please do not hesitate to call us if you have any questions or if we can be of further assistance.

The information in this facsimile transmission is intended solely for the use of the individual named above, it is to be considered confidential and any copying, distribution or disclosure is prohibited. If you have received this facsimile in error, please contact us immediately at the telephone number listed above.

American Limousines, Inc. is Maryland's Leading Transportation Provider
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POLICIES AND PROCEDURES

AIRPORT TRANSFER RATES: The Basic Airport Transfer rates are based on pick-up and drop-off without any delay or additional stops. Your reserved vehicle is dispatched based on scheduled reservation time for departures or estimated time of arrival according to our in-house real-time flight tracking software. The hourly rate with a 3-hour minimum will be applied for additional stops or delays caused by the passenger. Contact our staff at (800) 787-1690 for questions regarding specific rates to your destination.

AIRPORT PROCEDURES: The chauffeurs meet all passengers at the security gate or baggage claim with a sign, depending on airlines. If you have any trouble locating your chauffeur, call dispatch at (410) 522-0400 and we will be able to guide you. Additionally, baggage representatives and greeters are available at an additional charge. For baggage meet & greet procedures and rates, please contact us to discuss your options.

AS DIRECTED/HOURLY RATES: As directed runs are based on hourly rates with a 2/3/4-hour minimum, depending on vehicle. Rates and minimums are subject to change during peak operating seasons or for special events. Fuel surcharge will be added for rides outside the Baltimore/Annapolis area.

NATIONAL RESERVATIONS: We can reserve transportation for you across the United States with our United States affiliates. Different rates and hourly minimums will apply depending on the location and nature of your reservation. Call us to inquire about rates for other U.S. Cities.

CANCELLATION AND NO-SHOW POLICY: 24 hour notice prior to the scheduled pick-up time (based on local time zone for pick-up location) must be given to avoid late cancellation or no-show charges on all As Directed/Hourly reservations. Airport Transfer Reservations have a 3-hour cancellation policy. A 2 week cancellation notice is required for Motor Coaches. Cancellation policy may be changed during special events, holidays or by our affiliate's cancellation policy requirements. A No Show charge (full charge) will be applied if the client/passengers fail to call our Dispatch/Reservations office before the cancellation period.

I am informed of the above policies and will advise the clients and/or passengers. I also understand the credit card provided to American Limousines, Inc. with this package will be used as a guarantee of the reservations and No Show charges for my account.

Name (Please Print): _____

Acknowledgement Signature: _____ Date: _____

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SIGNATURE ON FILE AUTHORIZATION FORM

Please fill in the following information:

CREDIT CARD INFORMATION: (circle one)

American Express

Discover

MasterCard

VISA

CREDIT CARD NUMBER

EXPIRATION DATE

SECURITY CODE ON CARD

PRINT NAME AS IT APPEARS ON CREDIT CARD

COMPANY NAME

BILLING ADDRESS FOR CREDIT CARD

CITY

STATE/PROVIDENCE

POSTAL CODE

COUNTRY

CONTACT PHONE NUMBER

AUTHORIZED CARD HOLDER SIGNATURE

DATE

I, the undersigned, authorize American Limousines, Inc., to charge the above referenced credit card for transportation and related services. I understand that if a trip is not cancelled within our cancellation time frame as stated on page 2 or if the passenger does not show up for the confirmed reservation, I will be billed the full amount of the trip.

IMPORTANT: Please help assist us in deterring fraudulent use of credit cards. Photocopy an enlarged & lightened copy of the front & back of your signed credit card and driver's license.

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Application for Billing Account

This is an application to be considered for billing of services provided to you by **American Limousines, Inc.** All fields must be filled out in full!

Company Information:

COMPANY NAME: _____ DBA: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

OFFICE PHONE: _____ TOLL FREE: _____ FAX: _____

TYPE OF BUSINESS: (check one) Corporation Limited Liability Company Partnership Sole Proprietor

ACCOUNTS PAYABLE CONTACT: _____

BANK: _____ OFFICER: _____ PHONE: _____

Please list those authorized to transact business with American Limousines, Inc. on behalf of Customer:

NAME: _____	TITLE: _____	PHONE: _____
NAME: _____	TITLE: _____	PHONE: _____
NAME: _____	TITLE: _____	PHONE: _____
NAME: _____	TITLE: _____	PHONE: _____
NAME: _____	TITLE: _____	PHONE: _____

Please list four trade or credit references:

1. _____	PHONE #: _____	ACCT #: _____
2. _____	PHONE #: _____	ACCT #: _____
3. _____	PHONE #: _____	ACCT #: _____
4. _____	PHONE #: _____	ACCT #: _____

Please list special instructions:

I would like a copy of my trip tickets and invoices sent to:

Fax - Fax Number _____ E-mail -Email Address: _____
 Mail

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Application for Billing Account

Business Account Terms and Conditions:

- 1) In order to induce American Limousines, Inc. ("American Limousines") to extend credit to the Customer, the Customer warrants that the information given in this Application for Billing Account is correct and acknowledges that the information is material to the granting of credit. The Customer agrees to advise American Limousines in writing of any material change in any information set forth herein or furnished in conjunction with this Application for Billing Account. Notwithstanding the agreement to extend credit, American Limousines has no obligation to provide transportation services to the Customer.
- 2) Customer agrees that all services provided by American Limousines shall be subject to the following terms, conditions and limitations, which shall in all circumstances be binding upon Customer.
 - a. To the extent practicable, all requests for service, or changes to requests for service, shall be in writing, and transmitted to American Limousines by either fax or email. Customer shall provide American Limousines with all relevant flight, train and/or other travel information in order for American Limousines to provide timely and responsible service to the Customer. Customer shall advise American Limousines of any arrival or departing schedule changes.
 - b. With the exception of airport transfers (which shall be billed at an agreed upon flat rate), all charges shall be charged to Customer on an hourly basis, to be calculated from "garage to garage". All quoted prices are estimates, and are subject to change based upon the Customer's use and scheduling. Customer shall be responsible for overtime charges at a rate equal to that of the hourly rate for the vehicle being used. Charges begin 15 minutes after the designated pick-up or drop-off time, and shall be billable to Customer in ¼ hour increments.
 - c. Customer must cancel reservations a minimum of three (3) hours in advance, and any reservations canceled within three (3) hours of the pick-up time will be charged the entire quoted amount. Reservations that are made with minimum notice (e.g. "a.s.a.p. transportation") and confirmed by American Limousines' dispatch or reservations department, will be charged the full fare if the reservation is canceled. Changing pick-up or drop-off locations, or additional stops requested, may incur additional charges from those that were quoted at the time of the reservation. In the event that the Customer needs to reschedule a pick-up, the Customer will be charged for the original reservation if the driver is already in route.
 - d. American Limousines shall not be liable for any incidental or consequential damages of any nature arising out of American Limousines' inability to perform due to inclement weather, mechanical difficulties, delays due to traffic conditions, or any unforeseen events beyond the reasonable control of American Limousines. Under all circumstances, American Limousines' maximum liability for any breach shall not exceed the cost quoted for the specific transportation contract at issue.

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