



When Reliability is a must!

Toptown Limousine 711 RT 3 East Clifton NJ 07014 1-800-462-1574 973-249-9900 fax 973-249-7755

TopTown Limousine Account Application

Account Holders Name _____

Billing Address _____

City _____

Business Name _____

Credit Card On Account # _____ exp date _____

Contact Person _____

Business Phone _____ Fax _____

Cell Phone _____ Home Phone _____

E-mail _____

All rides will be billed to CC on account.. Top Town Limousine reserves the right to cancel and hold all active accounts until payment is met in full. Rates are subject to change without notice. All rate inquiries should be obtained during the reservation process. All charges made on account will not require a signature as this application will constitute a signature on file.

I (please print) _____
agree to the terms stated above and state that all information provided is
complete exact and correct.

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Please Add A Very Clear Copy Copy Of Credit Card

CREDIT CARD COPY HERE

Airport greets

All arriving airport passengers will be met on the arriving ground level at all airport in the baggage area. All arriving passengers must look for their name or contact name posted on a Limousine sign that your chauffeur will be holding up. In the event that you do not see your driver, all passengers must call our toll free number at 1-800-462-1574 and we will match you up in a few moments. Please do not leave under the assumption that your driver is not there. By not leaving you will avoid being charged a no show fee!

Manhattan greets>

All passengers schedules to be greeted in Manhattan must try to the best of their ability to be outside by the time of scheduled pick. Considering the extensive traffic in NYC, if your chauffeur is forced to circle the block it may cost you another 20 minutes before you chauffeur reaches you. In the event that you do not see your driver, all passengers must call our toll free number at 1-800-462-1574 and we will match you up in a few moments. Please do not leave under the assumption that your driver is not there. By not leaving you will avoid being charged a no show fee!

Pier greets

After docking it is normal to expect up to 1 1/2 to 2 hours to de-embark off the ship. Once you have claimed your baggage please call 1-800-462-1574 and your driver will pull up to the curb within 10 minutes. In the event that you do not see your driver, all passengers must call our toll free number at 1-800-462-1574 and we will match you up in a few moments. Please do not leave under the assumption that your driver is not there. By not leaving you will avoid being charged a no show fee!

Theater Greets

In most occasions we will try to arrange the same chauffeur on your return if we brought to the theater. If not please look for your vehicle in front of your theater with you last name on the window. Please make sure you are getting into the correct vehicle upon entering the car. In the event that you do not see your driver, all passengers must call our toll free number at 1-800-462-1574 and we will match you up in a few moments. Please do not leave under the assumption that your driver is not there. By not leaving you will avoid being charged a no show fee!

Hourly transfers

All vehicles for hourly transfers are billed at a minimum of 4 hours. There will be no portal to portal charge if the reservation is within a 20 mile radius of Manhattan. Upon airport arrivals all hourly rates are billed beginning the ETA of flight arrival. At times your chauffeur will not be in the same location as to where they dropped you off in between stops. This is due to parking limitations. In this occasion, simply call our office and we will kindly send your chauffeur back to greet you in 2 minutes. In the event that you do not see your driver, all passengers must call our toll free number at 1-800-462-1574 and we will match you up in a few moments. Please do not leave under the assumption that your driver is not there. By not leaving you will avoid being charged a no show fee!

Cancellation

(Sedans) All reserving clients are allowed a 2 hour grace period to cancel. If reservations are not canceled in less than the grace period allotted, a late cancellation fee will apply at full fare plus gratuity. All modifications to reservation are also allotted a 2 hour grace period. If changing to a later time, waiting time charges will apply from the original time of reservation. When canceling a reservation, the return trip must also be cancelled in order not to be billed as a no show.

(Stretches and Vans) All reserving clients are allowed a 1 day grace period to cancel. If reservations are not canceled in less than the grace period allotted, a late cancellation fee will apply at 100 percent of fare total. All modifications to reservation are also allotted a 2 hour grace period. If changing to a later time, waiting time charges will apply from the original time of reservation.

Additional Charges

The following additional charges will apply.

\$10 for reservations between the hours of 11pm-5:30am

\$10 Extra baggage fee if luggage exceeds trunk capacity

\$15 for all holiday reservations

\$10 per stop made within same city

\$15 per stop per neighboring city

\$15 per additional terminal stop

\$15 per additional airline stop

\$25 per stop from different county

\$60 per hour waiting charge for all reservations other than airport (Sedan Only)

\$60 per *hour waiting charge on all delayed flights beyond 45 MINUTES.

* We monitor flights and only dispatch once we have received a final ETA. Beyond that, we will allow an extra 45 minutes of additional free waiting time before charges begin.