



# Corporate Account Application For GROUND TRAVEL



## Company Information

Date \_\_\_\_\_  
Main Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Business Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
Web Address \_\_\_\_\_ E-mail \_\_\_\_\_

## Billing Information

Billing Contact First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Principles Name \_\_\_\_\_  
Business Phone \_\_\_\_\_ (Required) Ext: \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-mail \_\_\_\_\_ (Required)

All Invoices are due 15 days upon receipt of invoice. After 30 days Credit Card on File may be charged. A 3% late fee will also be assessed for balances still due after 30 days.. Excessive delays may result in cancellation of applicants account. Top Town Worldwide 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.

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Initial Here** \_\_\_\_\_



## Credit Information

Please provide information on your corporate credit card. We require a credit card as backup for your direct-bill account.

Please Charge All Ground Travel Charges to Credit Card Below : Yes

Please Invoice All Ground Travel Charges to our company : Yes  (Credit Card Still Required as Back Up )

American Express  Discover  Diners Club  MasterCard  Visa

Card number: Expiration date: \_\_\_\_\_

Cardholder name: Signature: \_\_\_\_\_

## Trade References

1. Company name : \_\_\_\_\_

Street Address : \_\_\_\_\_

City and State : \_\_\_\_\_

Account Number \_\_\_\_\_

2. Company name : \_\_\_\_\_

Street Address : \_\_\_\_\_

City and State : \_\_\_\_\_

Account Number \_\_\_\_\_

3. Company name : \_\_\_\_\_

Street Address : \_\_\_\_\_

City and State : \_\_\_\_\_

Account Number \_\_\_\_\_

Initial Here \_\_\_\_\_



## Worldwide Chauffeured Transportation

### General Terms & conditions:

#### 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!

#### 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 in NY and NJ and 4 Hour cancellation for all out of state services. 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.

#### **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 and higher 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.

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

Please fax All pages back to **973-860-1339**