



CHICAGO LIMOUSINE

Prepaid Service Form

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

Pickup Information

Client Name: _____

Passenger Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Rental Type: _____ Vehicle Type: _____

Date of Service: _____ Pickup Time: _____ Drop-off Time: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Fax Number: _____

E-mail Address: _____

Pickup Address or Airport: _____

Airline: _____

Flight Number: _____

Terminal Number: _____

City: _____ State: _____ Zip Code: _____

Drop-off Address: _____

City: _____ State: _____ Zip Code: _____

Notes: _____



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



Cancellations:

Cancellations must be in writing and faxed to (773) 745-5551. Fax transmission reports indicating successful transmission may be required for service cancellation. Cancellations with less than 10 business days notice for Large Limousines (8+ Passengers) and less than 4 hours notice for all Airport Trips and Small Trips will be billed the total contract amount. All wedding charters require 15 business days notice for cancellation. Failing to abide by the cancellation policies will result in being billed the full charge on the contract. All deposits are non-refundable.

Rules and Regulations:

1. Alcohol consumption inside the limousine or vehicle by anyone less than 21 years of age is strictly prohibited.
2. Smoking inside the limousine or vehicle is strictly prohibited. A \$100.00 fine will be charged per incident-no exceptions.
3. \$ 100.00 Clean-up fee for excessive debris or vomit in the limousine or vehicle will be assessed.
4. All tolls and parking fees are not included in the rental rate.
5. \$10.00 per glass for broken or missing glasses.
6. All unruly persons will be dropped off at the sole discretion of the chauffeur, and no refund will be provided.
7. US Chicago Limousine is not responsible for any lost, damaged, or stolen property belonging to passengers during the trip. However, if a passenger leaves a personal belonging behind, US Chicago Limousine will try to retrieve and return the item or deposit the same in its Lost and Found Department at the main office for customer pickup.
8. Illegal drug use of any kind or nature inside the limousine or vehicle is strictly prohibited.
9. Overtime charges will be billed in half hour increments.
10. Cancellations must be made in writing by fax or mail within 10 business days of your scheduled event to avoid being billed the full contract amount. All wedding charters require 15 business day notice for cancellation otherwise; the full contract amount shall be billed.
11. Customer agrees that overtime will be billed at the contract rate and agrees to pay any overtime charges.
12. Customer agrees that a replacement limousine of similar quality or better may be provided in the event that the reserved vehicle is unavailable due to reasons beyond US Chicago Limousine control.
13. All entertainment, including CD's, DVD's, and VHS Tapes, is to be provided by the client.
14. A Valid Picture Identification and a Credit Cards are required.



By signing this contract, and entering your credit card information in the appropriate fields, you are authorizing US Chicago Limousine to charge _____ the credit card for any of the following charges: deposit/cancellation fee, damages to the vehicle, and all services rendered. We will calculate the exact amount of hours and charges when the trip is completed. We will then deduct your deposit amount leaving the actual balance due.

Contract Obligations:

I acknowledge, understand, and agree that by signing below I am entering into a contract with US Chicago Limousine for limousine services as described herein. The number of hours listed on this contract is the minimum number of hours of service that I agree to pay for. In the event, the requested trip is extended by request; I further agree to pay for any overtime charges accordingly. I understand and agree to the time length and usage of the requested services, and further agree to pay for any and all related charges, overtime fees, cancellation fees, fines, and damages that I and or my guests may cause or incur during the requested service trip. I, on behalf of myself and my guests, agree to abide by all of the above Limousine Rules and Regulations. All damages caused by myself and or my guests shall be determined under the sole discretion of the chauffeur and US Chicago Limousine. I understand and agree to pay the entire contract price if the cancellation policy is not followed.

Customer's Name (Print): _____

Customer's Signature: _____ Date: _____