

**Client Booking Form**

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| **Name** |  | **Company Name** |  |
| **Phone Number** |  | **Address Line 1** |  |
| **Email** |  | **Address Line 2** |  |
| **Bus Contact Name** |  | **City** |  |
| **Email to send Invoice** |  | **Postal Code** |  |
|  | | **Team Name** |  |
|  | |  |  |

**Number of Buses Needed:**

**Passengers per coach:**

**Wifi Required?**

**Date and Time Trip Starts: (24 hour clock)**

**Pick up Location: Destination: Other Stops:**

**Date trip Ends:**

**Trip Notes:**

Please be sure to include the following information

1. All itineraries are required 14 days prior to departure date in order to complete the booking. Itineraries need to have all addresses, times of pick up, drop off locations, any flight times and flight numbers, hotel addresses etc
2. Does the trip require parking permits or Park Passes?
3. Does the trip require any special requirements? If so please explain

*Note: All drivers are required by law to adhere to Hours of Service according to Transportation Guidelines. Please also note, that Hours of Service are different when entering the U.S. Please work with you Sale representative to ensure your trips are within legal requirements*

Cancellation Clause:

*We require written notice of cancellation 4 business days prior to the trip start date to avoid any cancellation fees. Should cancellation be made after this time frame, a one-time charge of 50% of the trip price will be applied to the payment method on file. If the cancellation occurs within 48 hours of the trip start date, 100% of the trip price will be applied to the payment method on file.*