



**CLIENT AND BILLING INFORMATION**

<b>DATE TAKEN:</b>	<b>RESERVATIONS TAKEN BY:</b>
<b>NAME:</b>	<b>CLIENTS OVER 21?</b> YES      NO
<b>PHONE:</b>	<b>HOW CLIENTS HEAR ABOUT US?</b>

**EVENT DETAILS**

<b>EVENT DATE:</b>	<b>HALL ADDRESS:</b>
<b>PICK UP TIME:</b>	<b>VEHICLE TYPE</b>
<b>DROP OFF TIME:</b>	<b>OCCASSION:</b>
<b>PICK UP ADDRESS:</b>	<b>CHURCH ADDRESS:</b>

**PAYMENT DETAILS**

<b>HOURLY RATE:</b>	<b>NOTES/SPECIAL INSTRUCTIONS:</b>
<b>NUMBER OF HOURS:</b>	
<b>TOTAL:</b>	
<b>DEPOSIT:</b>	
<b>AMOUNT DUE:</b> *DUE IN CASH TO DRIVER DAY OF SERVICE	

**CLIENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMPANY REPRESENTATIVE:** \_\_\_\_\_ **CASH RECEIVED:** \_\_\_\_\_

**TRANSPORTATION SERVICES OFFERED BY VARIOUS CARRIERS.**

**RULES & SPECIAL CONDITIONS** *The following activities are prohibited in the limousine:*

Consumption of alcoholic beverages by a minor, consumption of illegal drugs smoking violent or unruly behavior. Conduct causing or in driver's opinion likely to cause damage to the limousine. Conduct interfering with, or in driver's opinion likely to interfere with safe operation of the limousine. **Steven's Travel** reserves the right to terminate or cancel service without any refund whatsoever if the driver observes violation of the rules stated above. **DAMAGES.** Customer agrees to pay for any and all damages and any cleaning to the limousine which results or is required due to the conduct of any person in the limousine. Specifically, such damages includes, but is not limited to; burns, spillage, vomiting, broken glassware, scratches, stains, broken windows seats of mirrors. Fines include, but not limited to; tears on seats \$200, spills or gum in rugs \$55, broken or missing decanter \$100, broken or missing flutes or tumblers for \$10 each, sickness/vomiting \$200, smoking or damage resulting from smoking \$200. **CANCELLATIONS** deposits are non-refundable, client is responsible for total amount of bill if cancellation is made less than 48 hours of rental.