

Comfort Express, Inc.

**388 Cromwell Ave.
Staten Island, NY 10305**

Phone: 718.928.4258

Fax: 718.987.5382

E-mail: comfortexpressinc@gmail.com

Web: www.comfortexpressinc.com

Reservation Form

Contract # _____ **Date** _____

Company: _____

Client: _____ **or** _____

Phone: _____ **Other phone:** _____

Fax: _____ **E-mail:** _____

Trip date: _____ **Trip type:** _____ **Number of passengers:** _____

Pick-up time: _____

Pick-up address: _____

Destination: _____

Departure date: _____

Departure time: _____

Charter cost: \$ _____ **Deposit: \$** _____ **Other charge: \$** _____

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Company policies: Terms & Conditions

Please read this agreement and enclose payment as noted above

All final payments must be received two (2) weeks prior to departure date. If final payments are not received by departure date, your signature will authorize us to charge your credit card for the balance plus an additional 8.75% for tax.

We do not accept credit cards or personal checks for final balance

If it is a personal check it must be sent (4) weeks prior to departure date. Cancellations must be received (15) days prior to departure to insure a refund. There is a fifty dollar (\$50) service charge for any cancellation. IF cancelled less than two (2) weeks you will be responsible 50% of the total charter cost. If cancelled less than (1) week you are responsible for the full charter cost. If you need to change reservation date it must be done (2) weeks in advance or you will be billed normal cancellation fees regardless of rain or snow, Charter is subject to cancellation if payments are not received (2) Weeks before trip dates. All reservation is plus bus parking and hotel room for drivers if required. Drivers may only duty a maximum 15 consecutive hours on any given day this will include travel time to pickup and return garage time. Comfort Express reserves the right to add fuel charge to contracted rates if fuel prices increases. All casino bonuses are beyond our control and subject too change without notice.

Smoking and drinking alcohol is prohibited at all times inside of the vehicles.

Customer assumes full responsibility for any passenger's activity. Any additional charges incurred by Comfort Express to repair or clean the vehicle will be responsibility of the customer. Your cost is based on the services detailed above and is subject to change in accordance with your actual final itinerary. This company reserves its right to lease equipment from other companies in order to fulfill this agreement. Comfort Express is not liable for items left on the vehicle or loss of time due to mechanical failure or inclement weather. We can't guarantee the assignment of requested drivers or vehicles we will accommodate the number of passengers as requested. A signed contract and deposit will confirm your reservation Overtime charges @\$75 per half hour.

Name (Please, print) _____

Signature _____

Date _____

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Groupe name _____

Day of trip _____

Client phone number _____

I authorize Comfort Express, Inc. to charge my credit card in the amount of \$ _____

Card holder name: _____

Credit card type: Amex _____ Master _____ Visa _____ Discover _____

Credit card number: _____ Expire date: _____ CID #: _____

Signature _____ Date _____

Billing information

Printed name: _____

Street: _____

City: _____ State: _____ Zip code: _____

Please, fax a clear copy of the front and back of your credit card.

Initial _____ Date _____