



RESERVATIONS
904-564-9584 904-534-2606

Date: _____

Service Order Contract

Customer Name: _____ Type of Credit Card: _____

Address: _____ CC #: _____

Company: _____ Expiration Date: _____

Phone: _____ Confirmation Date: _____

e-mail: _____ Hourly Rate: _____ X _____ = _____

P.U. Address: _____ Tolls and Fees: _____

Name of person at P.U.: _____ Cleanup Fee: _____

Phone # at P.U.: _____ Sub-Total: _____

Reservation Date: _____ Gratuity/Tip: _____

Hours Reserved: From: _____ To: _____ Minus Deposit of: _____

Vehicle Desired: _____ Balance Due @ P.U. (Cash): _____

Comments, Special Request, Directions: _____

No Smoking

Customer Signature: _____ Date: _____

Sir Charles Limousine will provide the above mentioned service for the above mentioned client on the above mentioned date and time. The equipment requirements will be met as described above, with the exception of mechanical failures. Sir Charles Limousine reserves the right to substitute for available alternate vehicles if a mechanical failure occurs. Sir Charles Limousine reserves the right to refuse service to anyone at any time during the reservation. Sir Charles Limousine is not responsible for any articles left in the limousine. The customer reserves the time and date for use of the limousine at rate listed above. The customer is responsible for any and all damages to the limousine during the rental period. The customer is totally aware of the following policies: Customer agrees to pay all charges for any kind of damage to the vehicles caused by the customer or accompanying party during the rental period. Any soil or dirt beyond what we consider normal usage, and all vomit, blood, and spillage will be considered damage, and the customer will be charged according to company policies stated above. No smoking is allowed inside at any time. All unpaid Balances are due the day of the event in cash only, when the driver arrives. Cancellation Policy: The customer has 24 hours after the reservation is made, but not less than 48 hours before usage is to begin, to cancel in order to receive a refund of deposit in gift certificates less a 20% cancellation fee. Gift certificates may be used within a 6 month period. If the customer does not cancel within the specified time frame, then the customer is responsible for the full amount of the reservation.

Customer Signature: _____ Date: _____