

**Please Print, Read, Sign and Fax pages to (718)396-1057**

Today Date

M  D  Y 

Date of Service

M  D  Y 

Pick Up Time

Occasion

**WEDDING****Bride First and Last Name****Bride Mobile Number****Bride Pick Up Address****Groom First and Last Name****Groom Mobile Number****Groom Pick Up Address**

E-Mail Address

Stop 1 / Church Name &amp; Address

Stop 2 / Reception Hall &amp; Address

Stop 3 / After Reception Address

Stop 4 / Other Locations

Stop 5 / Other Locations

Stop 6 / Other Locations

**Special Instructions:**

How did you hear about us

Vehicle Type (Please check mark the Desired Vehicle)	How Many Cars 1,2,3,4,5,6	Number of Hours	Passenger Count	Quoted by	Overtime Price
Luxury Sedan	<input type="checkbox"/>				
Mercedes S-550	<input type="checkbox"/>				
Escalade ESV	<input type="checkbox"/>				
1961 Rolls Royce Phantom	<input type="checkbox"/>				
6 Pass. Lincoln Limousine	<input type="checkbox"/>				
9 Pass. Van	<input type="checkbox"/>				
10 Pass. Lincoln	<input type="checkbox"/>				
14 Pass. Yukon Denali Limousine	<input type="checkbox"/>				
20 Pass. Escalade	<input type="checkbox"/>				
20 Pass. H2 Hummer	<input type="checkbox"/>				
24 pass. Hummer Limousine	<input type="checkbox"/>				

Payment Type ☐ Cash ☐ Money Order ☐ Credit Card

Name of Card Holder	<input type="text"/>				
Credit Card Billing Address	Street	<input type="text"/>			
	City	<input type="text"/>	State	<input type="text"/>	Zip Code <input type="text"/>
Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Discover <input type="checkbox"/> American Express				
Card Number	<input type="text"/>				
Card Expiration Date	M <input type="text"/>	Y <input type="text"/>	Security Code <input type="text"/>	<input type="text"/> (The last 3 digits On the back of your card)	

Limousine Total Price	\$	<input type="text"/>
Extra Charge (Toll's, fuel charge, tax)	\$	<input type="text"/>
20% Tip / Service charge	\$	<input type="text"/>
Total	\$	<input type="text"/>
Deposit (20% Non- Refundable)	\$	<input type="text"/>
Balance	\$	<input type="text"/>

**Additional Notes:**

## TERMS & CONDITIONS

NY Top Limo will strictly enforce State and Federal Laws and will maintain a zero tolerance compliance policy that no alcoholic beverages can be consumed or used by any person not of legal drinking age. All U.S. law enforcement agencies have absolute power to stop any motor vehicle for administrative searches. If contraband is aboard, even in negligible quantities without the chauffeur's knowledge, they can seize and forfeit this vehicle to a local government agency. All law enforcement agencies are aggressively enforcing this policy. Therefore no person will bring contraband aboard vehicles that are owned or operated by NY Top Limo. NY Top Limo will not be responsible for injuries that may occur due to horse playing while the vehicle is in motion or at a standstill. The purchaser on the front of this contract is responsible for his or her guests.

### AT THE CHAUFFEUR'S DISCRETION, THE PURCHASER AGREES TO BE FULLY LIABLE FOR ALL CHARGES THAT MAY INCUR.

- \$ 20.00 per broken glassware
- \$ 500.00 per damaged seat, \$ 300.00 per damaged carpet, \$ 750.00 per damaged mirror
- \$ 150.00 minimum for extensive cleanup (spills, etc.)
- \$ 175.00 shampoo and disinfecting (due to sickness interior), \$ 150.00 detailing and wax (due to sickness-exterior)
- \$ 300.00 minimum for each burn hole, rip or tear to upholstery
- \$ 300.00 minimum for each act of vandalism
- \$ 2000.00 opening a Car Door into another Vehicle or Stationary Object
- Triple charge of above listed amounts for all removed / stolen items from vehicle
- Downtime subject to loss of revenue, per each hour lost as stated in contract NY Top Limo recommends that all and any personal valuables be removed from the vehicle when unattended. We will not be held responsible for any lost, stolen, or damaged articles.

NY Top Limo reserves the right to terminate this or any other contract for noncompliance of the above requests, especially if renters do not follow chauffeurs requests in order to obey the rules in this contract. No smoking is allowed in our vehicles. Any deposits (cash, checks or credit card authorization) will be non-refundable for any reason, if any cancellation occurs from renter's side. Deposits are charged on the credit card you provide with this contract. Taxes are applicable with all credit card transactions so balance due amounts above may be slightly off. The open balance is due immediately at the beginning of the agreed job all in CASH only. The renter authorizes the immediate 20% deposit & the final payment, states that she/he is the authorized purchaser for this rental contract, the authorized cardholder for the given credit card, responsible and liable for payment of the total amount, per cash, credit card or money order. No personal or business checks will be accepted

As with all contracts, the rental contract between the mentioned person as renter and NY Top Limo is made with the information and the terms given to us. All of the given information from the renter is binding and cannot be changed without NY Top Limo acceptance. If the contract is cancelled or accepted after it is signed, NY Top Limo is still authorized to collect the remaining balance in full, if the car was not re-rented again on the cancelled date for the same or higher amount. We will reserve the said date upon the approval of the purchaser's credit card as per telephone conversation. The credit card holder gives authorization to use the credit card information over the phone / fax / internet in combination with a signed contract. It is agreed that it is not necessary to obtain a signed credit card slip, as the reservation is made over the phone / fax / internet. Proof of identity of the purchaser using said credit card must be supported by the signed contract / credit card authorization via fax or in person. At time of pickup we need the credit card, state identification of the purchaser that authorizes the transaction for the signed contract. If the purchaser cannot provide all of the above items at the time of pickup, NY Top Limo will not start the job, as we have no proof of the legal possession of the credit card. Therefore the risk of not getting paid will give us the right to cancel. The purchaser is still fully responsible to pay the total amount as he failed to provide the above requirements. Contracted price is set for contracted pickups, addresses, time and number of passengers. As indicated in the contract, any extra passengers traveling in the vehicle are subject to extra charge. NY Top Limo rates are billed, including, applicable fees / taxes and a 20% Chauffeur service charge. If you feel that you would like to provide an additional service charge it is at your sole discretion. If, you choose to provide an additional cash service charge; it is at your sole discretion, and is only in addition to the 20% you have already paid for. You will not receive a full or partial refund for the 20% Service charge by providing a cash tip to the Chauffeur.

NY Top Limo cannot guarantee the availability of overtime. We are not responsible for lost/not received confirmations when booking via internet. Some clients have spam blockers on and sometimes confirmations don't get through. It's customer's responsibility to call and get a confirmation number. It is of particular importance that the purchaser makes allowances for anticipated delays and adheres to the agreed time schedule. In the event that the purchaser wants to change the time of the itinerary, they may do so, only if NY Top Limo can accommodate other clients that booked with NY Top Limo prior to or after the said time. The purchaser further agrees to pay additional charges incurred such as overtime, tolls, parking etc. Overtime for airport jobs is charged in 30 minute increments, extra stops are charged \$20 - \$40. If customer fails to show at designated pick up location (NO SHOW), the full amount of contracted time will be charged. On all reservations you will be considered a no-show at 45 minutes past your scheduled pick-up time; if you have not met your Chauffeur or contacted us by phone, you will be charged in full for the reservation. To avoid being charged as a no-show, contact NY Top Limo or the driver by phone at the beginning of the job. On all the Point to Point transfers NY Top Limo provides up to a 10 minute grace period at pick-up; before wait time charges apply at the hourly rate of the vehicle + 20% service charge billed in one hour increments. NY Top Limo is not responsible for traffic encountered during vehicle rental time and any delays caused by directions instructed to the driver by passengers. Point to Point Transfers include all Return Airport Transfers, Cruise Port Transfers, Point A to Point B Transfers and all non hourly reservations.

The purchaser authorizes NY Top Limo to charge any additional charges after they have rendered services to the purchaser's credit card as supplemental charge. A 20% service charge will be added to your total charge as well as 9% service surcharge. If cash payment is selected, the payment is due at the beginning of the rental time. Customer agrees to have NY Top Limo get an authorization for the above credit card and amount, for the event stated above. NY Top Limo is not responsible for items that are left in the vehicle, lost or damaged. NY Top Limo reserves the right to charge a delivery fee for returning lost items if found. The rate will be equal to the rate of an Airport Transfer to your location plus 20% Chauffeur service charge. NY Top Limo Chauffeur's will assist with luggage at a client's request, but assume no liability for doing so. You have 7 days to cancel. Cancellations will be charged a cancellation fee of \$150.00-Lincoln / \$300.00-SUV. Cancellations made within less than 7 days will be charged a full price of the booked ride. Same rules apply even if the job is booked within 48-hrs of service. If any payment due hereunder will be unpaid (10) ten days after the due date, hereon NY Top Limo will have the right to add and collect late charges with interest at maximum rate allowed by law. All such sums are due and owing with any other expenses, (filing fees, court cost, and reasonable attorney fees, etc.). Necessarily injuries by reason of such non-payments, I the credit card holder / purchaser / renter agree to pay NY Top Limo upon signing of this contract. I am satisfied with the terms and conditions above and fully understand and agree. If, for any reasons, I am not fully satisfied with the services I receive, I have 10 hours after the completion of the job to file a complaint in writing. If NY Top Limo does not receive my written complaint in the above stated time frame, I agree that there is no valid complaint and I am fully satisfied with the services I received. Filing a written complaint, insures both parties, that it is fully understood what the problem was, and should help NY Top Limo to assist the purchaser in any kind of reimbursement. The purchaser will be contacted within a week of the complaint to settle the matter. I understand that this is a separate case from the main contract and therefore have no dispute in general against NY Top Limo and the payment I authorized.

Since NY Top Limo offers high-tech-equipped vehicles, sometimes heat and excessive use of all power-operated equipment might be subject to temporary failure. This will of course not interfere with the safety of the vehicle itself and therefore will have no effect on continuing or paying of the contracted trip. NY Top Limo guarantees, that all our vehicles are constantly checked to keep the highest possible standards and eliminate such failures as much as possible. NY Top Limo agrees to send the requested vehicle as offered in the contract. We have the right to upgrade the vehicles or switch the vehicles in case of emergency breakdown or if vehicles were in accidents. As stated, this will only happen in emergencies, and to upgrade, never downgrade. If no upgrade is available, NY Top Limo gives the customer the right to downgrade the vehicle and receive additional discounts if wanted. No additional charges will occur on customer side if upgrade is made without customer request. If switching occurs in the same category, or upgrades are made, it will not affect the contract and / or payment of contract. Customer's therefore accepts that replacement limousine may be substituted if contracted limousine becomes unavailable for any reason. If any of our above guarantees or contracted terms cannot be met due to conditions outside of our control, including weather, accidents and any other acts of god, including, but not limited to traffic congestion, road closures, accidents, flight delays, weather delays, road closures etc., we will use our best efforts to notify the customer of these conditions and resulting delays or changes. NY Top Limo reserves the right to terminate any reservation without refund, if the Operator or the Dispatcher on duty feels that the Renter and /or Party of the Renter is putting the Operator or the mode of transportation or the Renter/and/or Party of the Renter in danger of injury. Or, if the Renter and/or Party of the Renter are in the possession of any illegal material and/or substance, this service will be canceled without refund. This is without exception.

In case of non-payment or any disputes of charges resolved from things like damaged car or overtime, etc, I Agree and fully authorize the charges to be put on my credit card provided above. I understand these terms and conditions and fully agree to them by signing below.

Your signature below demonstrates full understanding and agreement with all of the policies as set forth above. At the time these conditions are agreed upon and signed, the contract for hire will begin

Client's Signature	Print Name	Date
   	   	<div>M</div> <div>D</div> <div>Y</div>