



# SUBCONTRACTOR AGREEMENT

**Phone: (215) 609-4400 Fax: (215) 525-2640 Info@trophylimo.com**

This contract is between \_\_\_\_\_ (SUBCONTRACTOR) and Trophy Limousine. This contract is valid until either company revokes this contract in written form.

## 1. Obligations of Trophy Limousine.

a. Trophy Limousine agrees to provide trip information to the SUBCONTRACTOR in legible format by the means specified by the SUBCONTRACTOR below.

Please circle one:    EMAIL    FAX    PHONE

Please specify EMAIL, FAX or PHONE \_\_\_\_\_

b. Trophy Limousine agrees to provide payment to the SUBCONTRACTOR for performed services by means of Credit Card payment or check. Payment due date will be as arranged by both the SUBCONTRACTOR and Trophy Limousine.

c. Trophy Limousine agrees to inform SUBCONTRACTOR of any changes to the service or requests made by the customer in a timely manner.

d. Trophy Limousine agrees to provide any documentation requested by the SUBCONTRACTOR in a timely manner.

**Trophy Limousine Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_**

**SUBCONTRACTOR INITIALS \_\_\_\_\_**



## **2. Obligations of SUBCONTRACTOR.**

- a. SUBCONTRACTOR agrees to perform the service in a timely manner as specified in the trip information and do so representing Trophy Limousine.
- b. SUBCONTRACTOR agrees to have driver in business attire (including suit and tie).
- c. SUBCONTRACTOR agrees to not collect any payments from the passenger and not to talk to the passenger about rates or charges. In case of billing questions SUBCONTRACTOR should refer passenger to billing department that can be reached at (215) 609-4400. In case tips are given driver should let the customer know that tips are already included in the total bill, and accept tips only if customer repeatedly offers tips.
- d. SUBCONTRACTOR agrees to provide confirmation number to the subcontractor for the reservation in a timely manner.
- e. SUBCONTRACTOR agrees to provide a confirmation number to Trophy Limousine for the reservation in a timely manner.
- f. SUBCONTRACTOR agrees to perform the following for AIRPORT service:
  - i. Meet and greet at the baggage claim for airport pickup at the time specified on the trip information. Driver should hold a sign with Passenger Last name and “Trophy Limousine”.
  - ii. Complimentary bottle of water per each passenger.
  - iii. Vehicle cannot be more than 5 years old.
- g. SUBCONTRACTOR agrees to perform the following for Limousine & Party Bus service:
  - i. Complimentary water, napkins and glasses for all passengers.
  - ii. Complete itinerary for the trip and use of GPS system by the driver for worry free experience of the passengers, unless otherwise specified in the trip information.
- h. SUBCONTRACTOR have Trophy Limousine listed as additionally insured on SUBCONTRACTORS certificate of insurance.

- i. Our policy prohibits affiliates from engaging with the intent to solicit or represent themselves for their own benefit.
- j. Affiliates are not allowed to re-farm.
- k. Any problems that occur must be immediately reported to Trophy Limousine. Trophy Limousine is a 24-hour operation and will have qualified personnel on duty in order to respond to questions or situations. If an incident is made known to Trophy Limousine after the completion of service wherein Trophy Limousine had no previous warning or indication of that problem, necessary adjustments to the charges by Trophy Limousine may occur.

In case any of the above terms are not met Trophy Limousine reserves the right to discontinue any future contracts with SUBCONTRACTOR and/or request a discount for performed service that did not meet requirements above and/or refuse payment for performed service that did not meet requirements above.

**Subcontractor Company Name (print)** \_\_\_\_\_

**Subcontractor Authorized Person(print)** \_\_\_\_\_

**Subcontractor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## **SUBCONTRACTOR REQUIRMENTS**

- \* Use Trophy Limousine sign with passenger name on it.
- \* CHAUFFEUR DRESS CODE: black suit, white shirt, tie and black shoes.
- \* VEHICLE IS CLEAN AND IN PRISTINE CONDITION
- \* VEHICLE IS STOCKED WITH COLD WATER AND NEWSPAPER (AT MINIMUM)
- \* On location notification is 15 MINUTES PRIOR TO PICKUP
- \*BILLING IS TO COME THROUGH Trophy Limousine office- NO CASH PAYMENTS FROM CLIENTS TO DRIVERS.
- \*FINALIZED TRIP DETAILS SUCH AS TOLLS/PARKING/WAIT TIME ETC. SHOULD BE SENT TO [ACCOUNTING@TROPHYLIMO.COM](mailto:ACCOUNTING@TROPHYLIMO.COM) NO LATER THAN 48 HOURS AFTER THE DATE OF SERVICE IN ORDER TO ENSURE FULL PAYMENT OF SERVICES. FAILURE TO PROVIDE THIS INFORMATION TO US IN A TIMELY MANNER WILL RESULT IN THE CHARGE BEING SETTLED ON THE BASE FARE.

By signing below, you are acknowledging your receipt and understanding of the above requirements:

---

Authorized Signature:

Date:

Name: \_\_\_\_\_