



Credit Card & Signature on File Authorization

Terms and conditions of Service: In an effort to provide our clients with excellent call response USCapitollimo.com LLC (the "Limousine Company") request our clients to observe some of the following terms and conditions. Our detailed policy can be viewed online at <http://www.uscapitollimo.com/index.php?p=policy> web site.

1. **Service Calls/Appointments:** Service calls/appointments shall be made no less than four (4) hours preceding the intended pick up time. The Limousine Company shall not guarantee prompt pick up for the calls made less that four hour intended pick up time.
2. **Cancellation of Service calls:** Clients must cancel service call no less than eight hours prior to scheduled pick up time to not be charged for the service. After that period, If the driver has been told to wait by the client or has arrived at the pick-up location, the Client's account will be billed for the full fare (100%). Cancellation will not be honored for special events such as inauguration, prom, dc tour, wine tour, and wedding services.
3. **Waiting Period:** Clients will pay an additional surcharge if the Client is delayed more than fifteen (15) minutes after his/her scheduled time of pick up.
4. **Billing:** The Client has the option of choosing payment by check, cash, or credit card. Invoices will be sent bi-weekly to the billing address. Client is responsible for the full payment of any overtime charges, beyond the original agreement. Our rates are published online at <http://www.uscapitollimo.com/index.php?p=rates>
5. **Payment:** A credit card number is required to secure the account. The Client hereby authorizes the Limousine Company to charge a 50% deposit, to the credit card on file, at the time of reservation, which is non-refundable if not cancelled within scheduled time as stated above in paragraph #2. Invoices shall be paid no later than 7 days after the receipt of invoice. If the account balance remains unpaid after 15 days, the Limousine Company reserves the right to charge the credit card on the file for the full payment of the balance due plus 15% late charge fee. The Client agrees to pay all collection costs and attorney's fees related to payment of the Client's account.
6. **Indemnity:** We shall not be liable for any damage arising out of the Limousine Company's inability to perform due to inclement weather, mechanical difficulties, delays due to traffic conditions or any unforeseen events beyond the reasonable control of the Limousine Company. The Client shall indemnify and hold harmless the Limousine Company from any losses, cost, expense and damages on account of collision. The Limousine Company shall maintain a comprehensive insurance policy on all its vehicles. The liability of the Limousine Company for damage to client(s)' body or property shall not exceed the amount recoverable from such insurance.
7. **Late Pick-up fees:** Pick ups between 12PM Midnight and 5:30AM will be charged \$10.
8. **No smoking in the Car.** No illegal drugs. No alcoholic beverages in sedan cars.
9. **Severe Weather Conditions:** In the event that the National Weather Service (NWS) declares a Severe Storm Warning or a Winter Storm Warning in an affected area of travel, all rates will be charged garage to garage hourly rate. In addition to any warnings that the NWS may issue, the same hourly policy will apply should the state(s) or local authorities declare a Snow / Weather Emergency in the affected areas of travel. A snow emergency fee of 35% or minimum 2 hours hourly charge whichever is greater will be added to the base fare for bad weather conditions.
10. **Binding Agreement:** This Agreement shall be binding upon the parties, their successors and/or assigned personal representatives. Other policy details are published on <http://www.uscapitollimo.com/index.php?p=policy> web site. This Agreement shall be enforced under the law of State of Virginia.
11. **Continued Use of Credit Card:** By signature below, you are providing the Limousine Company ongoing authorization to charge against your credit card in the future whenever you use the Limousine Company for future services, without requiring either Company to obtain any additional authorization or a new credit card imprint from you. The charges that will apply are published charges which may change from time to time as set forth above in our web site.

I agree to all of the terms listed above, and I hereby authorize my signature for my credit card to be on file with USCapitollimo.com LLC for the purpose of charging limousine services on my credit card. I authorize the respective credit card company designated below to accept this form and my authorization in Paragraph 11 above in lieu of my signature appearing on the individual credit card receipt for transportation services rendered

Credit Card Type (circle) MC VISA Amex Discover Credit Card # _____ Exp _____ / _____

Name on Card: _____ Security Code on Card: _____

Card Holder Address: _____

City _____ State _____ Zip: _____ Phone: _____ Phone: _____

Fax: _____ E-Mail: _____

Please supply us with names of those who are authorized to order limousine services with this credit card.

Full Name: _____ Phone#: _____ Relationship#: _____

Full Name: _____ Phone#: _____ Relationship#: _____

(Please attach extra sheet of paper if you would like to add more than authorized 2 people to this account)

Credit Card Holder Signature _____ **Credit Card Holder (Print Name)** _____

IMPORTANT: Please submit photocopies of the credit card (front and back) and cardholder's photo identification (ex. driver's license or passport) and return along with this form.