

## **Jacobs Limousine Reservation Form**

### **Payment:**

1. A \$99 non-refundable deposit for the first hour of service is required for all rentals.
  2. Following initial hour of service customer will be charged \$99.00 for each additional hour
  3. Service time begins at the first local pickup location within Tri Cities, WA or will include round trip travel time for out of town pick up/drop off locations. All limousine rentals must be paid in full via credit or debit card prior to pick up.
  4. Credit card payment for non-scheduled overtime must be received at start of over limit period.  
We do not bill in increments of minutes. You are given 10 minutes grace period. After 10 minutes you will be charged for another hour. For example: 4 hours and 11 minutes would be billed as 5 hours. These charges will be automatically added to the customer's credit card.
  5. For a daytime event, there may be an evening event preventing use of the limo past a certain time. Please determine this ahead of time and make your plans accordingly. Be sure to allow enough time for your occasion. In some cases, there will be another event booked after yours is scheduled to end. If you think you might need more time, take this into consideration at the time of booking.
- Keep in mind: Our car drives slower than yours.**

### **Cleaning/Damage Fees:**

6. \$ 10.00 Per broken/stolen glassware, \$ 30.00 per damaged/stolen CD, \$ 45.00 per damaged/stolen DVD  
\$ 500.00 Per damaged seat,  
\$ 200.00 per damaged carpet/upholstery,  
\$ 200.00 - \$600.00 per damaged mirror, window  
\$ 100.00 Minimum for extensive cleanup (spills, etc.)  
\$150.00 Detailing and wax (due to sickness-exterior)  
\$175.00 Shampoo and disinfecting (due to sickness interior)

### **Limousine Arrival and Location:**

7. If the arrival of the car is a surprise, be sure to indicate that when giving directions.
8. Be sure to give very detailed directions and a map or sketch of where the limousine needs to go.
9. We request that you call and reconfirm the times and addresses 48 hours prior to pickup.
10. If limousine is to be parked at a specific location please make sure that a space is reserved prior to arrival.

### **General:**

11. We recommend that the maximum amount of passengers per car may not exceed the manufacturer recommendations of eight (8) and vary depending on the size of the people in your party.
12. Make sure nothing is left in the car at the end of the event. **This is your responsibility and we will accept absolutely no liability for anything you may have left behind.**
13. Decorating the cars with any window paint is not allowed. Other decorations are left up to the discretion of the driver.
14. You are financially responsible for any physical damage done to the car by you or your guests.
15. **Refund Policy.** Any cancellation will forfeit the \$99 deposit anytime. Less than 24 hour cancellation, 50% refund.
16. The limos may not be able to pick you up in your driveway or other tight areas depending on room and traffic flow. Our drivers will try to safely accommodate without risk of safety to the passengers, bystanders or possible damage or to the car.
17. The driver's primary responsibility is to transport you safely. Also, it is to safeguard the car. Do not ask him to do anything that would require him to leave it. The car is never left unattended.
18. Do not ask the driver to speed or to break any laws.
19. Possession or use of illegal drugs by anyone is prohibited in the car. If the driver observes drugs, he will pull the car off the road, and you and your guests, along with your drugs must exit the car at once. In this event you will receive no refund.
20. Underage drinking is strictly prohibited. If this occurs the ride will be terminated immediately and no refund will be given.
21. Smoking or any form of vapor (e-cig) in the car is prohibited. The driver will gladly pull over for you if you request so you can smoke outside the car.
22. Pets are not allowed.
23. Driver has sole judgment without warning over the behavior of you or your guests. Unsafe, illegal, dangerous or irresponsible actions toward lives and/or property may terminate service immediately without refund.

Date/Time of Pickup \_\_\_\_\_ Pickup Location: \_\_\_\_\_

Requested Stop Locations: \_\_\_\_\_

End of Service Time: \_\_\_\_\_ End of Service Location: \_\_\_\_\_

Passenger Total: \_\_\_\_\_ (8 Passenger Maximum)

Total Hours of Service Requested: \_\_\_\_\_ x \$99.00 per/hour Voucher/Gift Certificate: \_\_\_\_\_

**Balance** . . . . \$ \_\_\_\_\_ (Charged day of service)

***Deposit of \$99.00 (first hour of service) charged at time of booking***

Credit Card # \_\_\_\_\_  Master Card  Visa

Exp Date: \_\_\_\_\_ CCV: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

**I have read, understand and will comply with the provisions stated in the reservation form attached and the above.**

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Number: \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Contact Number \_\_\_\_\_

PLEASE SIGN AND EMAIL TO: [INFO@JACOBSLIMOUSINE.COM](mailto:INFO@JACOBSLIMOUSINE.COM)



***JACOBS LIMOUSINE LLC***

***509.737.8762***