



BOSTON CORPORATE COACH  
TEL: 1-800-664-4480

info@BostonCorporateCoach.com

# CORPORATE ACCOUNT APPLICATION

FOR CREDIT CARD ACCOUNTS USE ONLY

(Please fax completed application to: **1-800-482-0638**)

## Company Information

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

President/CEO: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Title with Company: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Federal Tax ID Number or  
Social Security Number: \_\_\_\_\_

Number of Employees authorized to use Limo Service: \_\_\_\_\_

How did you here about Boston Corporate Coach: \_\_\_\_\_

\_\_\_\_\_



BOSTON CORPORATE COACH  
TEL: 1-800-664-4480

INFO@BOSTONCORPCOACH.COM

# CORPORATE ACCOUNT APPLICATION

## **Billing Information**

1. Charges will be processed only on completion of each trip and can be faxed or emailed back to the company for their records.
2. It is necessary to accompany a clear and legible photocopy of the front and back of the credit card listed below with this application.

Credit Card Type:  Visa       Master Card       Amex       Discover

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name as it appears on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please include a copy of the front and back of the credit card listed above.**

## TERMS & CONDITIONS

### **Rates and Cancellation/No-Show Policy**

The undersigned acknowledges and agrees that all rates quoted for services provided by Boston Corporate Coach® are estimates only. Final charges assessed upon service completion will be based on the actual service provided.

### **Cancellation Policy**

Cancellations in the continental United States require at least a twelve(12) hour notice.

There is a twenty fourty-eight(48) hour cancellation notice required for International reservations, late cancellations and no-shows will be charged the minimum applicable rate.

### **Exceptions**

The undersigned acknowledges and agrees that Boston Corporate Coach® is not responsible for personal property left in the vehicles. The undersigned acknowledges and agrees that Boston Corporate Coach® reserves the rights to assess a minimum fee of \$300.00 for any necessary and/or cleaning and /or damage to the vehicle beyond normal wear and tear.

Boston Corporate Coach® shall endeavor to maintain the schedule submitted by its customers, but such is not guaranteed. Boston Corporate Coach® is not liable for delays/service interruptions or damages caused by acts of God, strikes riots, authorities of law, public enemies, hazards or dangers caused by state of war, quarantine, perils of navigation, inclement weather, hazardous road conditions, accidents or breakdowns or any other condition beyond its control.

Name (please print) \_\_\_\_\_ Title/position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



BOSTON CORPORATE COACH  
TEL: 1-800-664-4480

INFO@BOSTONCORPCOACH.COM

# CORPORATE ACCOUNT APPLICATION

I \_\_\_\_\_ the undersigned acknowledges that Boston Corporate Coach is authorized to charge the CREDIT CARD listed below for our company business travel or my personal use of the car, for the service provided:

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

Customer Tel Number: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name as it appears on \_\_\_\_\_

Card: Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

Please sign and email back including a copy of front and back of the credit card listed above.  
Thank you for your business!