

ALL AIRPORTS  
AIR COND./TELEPHONES  
FAST, SAFE, CLEAN & COURTEOUS  
STRETCH LIMOS, SUV S  
VANS, MINI BUSES



24 HRS / 7 DAYS  
OUT OF TOWN / STATE  
ON-LINE RESERVATIONS  
ON-SITE DISPATCHING AT  
CORPORATE FUNCTIONS

**TEL: 718-707-9000**  
**FAX: 718-707-9099**  
**E-MAIL:**  
[service@citicar.com](mailto:service@citicar.com)

**38-60 13<sup>TH</sup> STREET**  
**L.I.C., NY 11101**  
**DISPATCH CENTER:**  
**718-707-9090**

## CITICAR TRANSPORTATION CREDIT CARD ACCOUNT AGREEMENT

Account #: <i>(for office use only)</i>	Date:
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Name of Card Holder			
Name of Company		Tel.	
Card Billing Address	Floor/Suite	Fax.	
City	State	Zip Code	E-Mail

Name of person in charge of Account if different from above:		Title	
Alternate Address for Billing Contact		Alt. Tel.	
City	State	Zip Code	Alt. E-Mail

Major Credit Card No.	Exp. Date
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\_\_\_\_\_  
**Signature of Card Holder**

\_\_\_\_\_  
**Date**

Approval Code:
Int.: _____ Date: _____ <b><i>(Office use only)</i></b>

### TERMS & CONDITIONS

Upon Client signature on this agreement & approval of this application, Citicar will assign an **Account Number** to the Card Holder. The Card Holder accepts responsibility for payment in full to their card issuing company for all credit card charge receipts, universal car service receipts, vouchers containing **Name, Account Number, Credit Card Number or VIP Number** turned into our office by our drivers. Card Holder must inform Citicar immediately of any change in status of credit card listed above. The Client accepts responsibility for any unauthorized use of Citicar if above procedures are not followed. Calls may be monitored for training purposes.

Citicar reserves the right to cancel the Client's account if use of our transportation service is extremely light or if Client fails to pay invoices within 30 days of invoice date. There will be a \$ 4.00 processing fee added to each receipt & 10% gratuity. A \$ 2.00 fuel charge may be added to each ride.

\_\_\_\_\_  
Authorized Person Signature                      Printed Name                      Title                      Date

Calls may be recorded for quality assurance. We are sorry, but we cannot be responsible for personal property left in a vehicle or curbside. Please make sure passengers know to take all personal belongings when entering and or leaving the vehicle.