

Transportation Worksheet

Transportation Business _____ Phone _____
Address _____ State _____ Zip _____
Consultant _____ Business Hours _____
Web Site _____ E-mail Address _____

Transportation Details

Type of Transportation (limousine, carriage, etc.) _____
Number of People to Accommodate _____
Number of Vehicles Needed _____ Color(s) _____
Type(s) of Vehicles Needed _____
Number of Hours Needed _____ Overtime Available? _____
Overtime Details _____
Transportation Will Arrive at (location) _____
Time of Arrival (first stop) _____ Time of Departure (to ceremony) _____
Time of Arrival at Ceremony _____ Time of Departure (to reception) _____
Rate per Vehicle _____
Overtime Charges per Vehicle _____
Total Amount (including tax) _____ Amount for Gratuity _____

Car Styles and Passengers

Car 1-Type _____ Passengers to Ceremony _____
Car 2-Type _____ Passengers to Ceremony _____
Car 3-Type _____ Passengers to Ceremony _____
Car 4-Type _____ Passengers to Ceremony _____

Car 1-Type _____ Passengers to Reception _____
Car 2-Type _____ Passengers to Reception _____
Car 3-Type _____ Passengers to Reception _____
Car 4-Type _____ Passengers to Reception _____
Car 5-Type _____ Passengers to Reception _____
Drivers (if not chauffeur driven) _____

Total Price of Order (including gratuity) _____ Deposit Paid _____ Date _____
Balance Due _____ Balance Due on or Before _____

Make Checks Payable To: _____

Cancellation Policies & Notes

