



NY METRO LIMOUSINE FARM-OUT APPLICATION FORM

Company Details

Company Name: _____

Address: _____

City _____ State _____ Zip code _____

Country _____

Telephone numbers: _____

Fax number: _____

Email address: _____

Website: _____

Federal ID/Tax ID number: _____

Contact Information:

Contact Name: _____

24 Hrs. Telephones: _____

Email address: _____

Reservation Telephone: _____

Reservation Email address: _____

Dispatch Direct Nextel Number: _____

Billing Contact Name: _____

Telephone _____

Email address _____



Insurance Coverage:

Name of Liability Insurance carrier: _____

Liability Coverage limits: _____

Expiration date: _____

PLEASE ATTACH COPY OF CURRENT INSURANCE CERTIFICATE

Coverage Area/Airports serviced: _____

Discount offered to us: _____

Software you are currently using: _____

Are your cars GPS equipped _____

Fleet Description: Sedans, Stretches, Vans, Mini-Coach, Buses

Make	Quantity	Model	Year	Color	Rate from Airport to Downtown	Hourly Rate	Other Charges

***Must specify SUV, 10 PAX, S6, S10**

***Must specify any other charges such as Fuel, Inside Pick up, etc**



Comments:

Reservations:

All reservations are made through the web, phone or e mail by a NY Metro Limousine authorized representative. Your confirmation should typically include a unique reservation or confirmation number along with all pertinent information relative to the reservation.

Confirming Reservations:

All reservations you receive must be confirmed by you by phone within an hour you receive it. You also must provide the drivers name, phone number and reconfirm the pick up address and time of pick up to us at least 6hrs. before the pick up time.

Problem Notification Procedures

Any problems that occur must be immediately reported to NY Metro Limousine. NY Metro Limousine is a 24-hour operation and will have qualified personnel on duty in order to respond to questions or situations. If an incident is made known to NY Metro Limousine after the completion of service wherein NY Metro Limousine had no previous warning or indication of that problem, necessary adjustments to the charges by NY Metro Limousine may occur.

Re – Farming

Affiliates are not allowed to re-farm.

Non – Solicitation

Our policy prohibits affiliates from engaging with the intent to solicit or represent themselves for their own benefit.

Service Expectations

Greet all travelers in a professional, courteous manner.

Assist with baggage.

Clean vehicles before each pick up and conduct safety inspections.

Travelers should feel safe and comfortable.

Professional chauffeurs thoroughly familiar and trained for the service area..

Chauffeurs should only speak when spoken to.

Chauffer Expectation:

Properly licensed for the vehicle with proper Insurance coverage.

Possess high degree of map reading skills or GPS.

Must conform to required dress code.

Must know they are representing NY Metro Limousine.

Vehicle Condition:

Vehicles must be detailed, inside and out

Air conditioning must be operational

Stereos, CD's, VCR's and TV's must be operational

No equipment over 4 years old may be used

Pick up Procedures:

Chauffeurs must be on location 15 min. before scheduled pick up.

All airport pick ups are "Meet and Greet" at the baggage carousel or designated location.

Clients must be met with a clearly printed visible sign with the clients name in bold letters.

All affiliates must give 30 min. grace period for domestic flights and 45min. for International flights, from time the aircraft lands.

It is the affiliate's responsibility to check on flight status at all times and dispatch accordingly.

When unable to locate client, affiliate must contact NY Metro Limousine and not leave the location until advised by us.

Affiliate must notify NY Metro Limousine within 15 minuets of no client contact.

If client uses other means of transportation as a result of the car and chauffer not being on location, affiliate will be responsible for charges related to alternative mode of transportation.

In general no signatures are required on trip sheets or vouchers.

Billing and Accounting:

Affiliates must submit trip invoice within 48 hours after the trip is complete.

All NY Metro Limousine rides are paid by NY Metro Limousine; please don't collect any payment from customers unless instructed by NY Metro Limousine dispatch.

NY Metro Limousine payment terms are net 30 days from the invoice day, unless other arrangements are made before opening the account.

All New York City affiliates must submit a signed voucher for each ride.

All Additional stops, waiting time and extra charges must be authorized by NY Metro Limousine dispatch.

NY Metro Limousine offers their clients 45 minutes waiting time for all airports pick ups after the actual flight arrival time.

Affiliate Standards Compliance Agreement

We have read, understand and agree to comply with NY Metro Limousine Affiliate Standards and Pricing Agreement, including but limited to Billing and Accounting Procedures, as set forth in this document.

AGREED AND ACCEPTED:

Very Truly Yours,
NY Metro Limousine

Name:

Title:

Signature:

By: Adam Amer
Affiliate Relationship Manager

Please send the application by

Fax: 201-645-0720

Email: info@NY Metro Limousine