



Prince George Voucher Request Form

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Companies and individuals order vouchers for a function they are hosting, placing a credit card number on file, enabling the service to be billed to that credit card. Upon the client using the service they would turn the voucher over to the driver and the applicable charges would be recorded on the voucher. Within fifteen (15) days of the function a copy of the vouchers used are sent to you for your accounting purposes.

Vouchers must be ordered in multiples of four (4). There is an administration cost for the vouchers (see Chart below).

# of Vou.	Charges	# of Vou.	Charges	# of Vou.	Charges	# of Vou.	Charges	# of Vou.	Charges
4	\$ 25.00	8	\$ 26.00	12	\$ 27.00	16	\$ 28.00	20	\$ 29.00
24	\$ 30.00	28	\$ 31.00	32	\$ 32.00	36	\$ 33.00	40	\$ 34.00
44	\$ 35.00	48	\$ 36.00	52	\$ 37.00	56	\$ 38.00	60	\$ 39.00
64	\$ 40.00	68	\$ 41.00	72	\$ 42.00	76	\$ 43.00	80	\$ 44.00

There are no refunds on cancellation or modification requests. Administration and Delivery fee are processed at the time the vouchers are ordered. The Cardholder is responsible for all charges on the vouchers used and authorizes these charges to be placed on the credit card supplied. It is the responsibility of the company/individual to destroy ALL unused vouchers.

I, _____ have read, understand and agree to the above.

Signature: _____ Date: _____

Company/Individual Information (For Private Functions, enter 'Private' in Company Name)

Company Name:	Address:
City:	Postal Code:
Contact Name:	Phone #:
Fax #:	E-mail:

Function Information

Date of Function (include the day of the week):	# of Vouchers:
Location Name & Address:	

Gratuities on Vouchers (Please check one of the following):

<input type="checkbox"/>	Set by the voucher holder at the time of service	<input type="checkbox"/>	No Gratuities allowed on the voucher
<input type="checkbox"/>	Pre-set Percentage (Please enter the percentage allowed)		

Shipment of Vouchers (Please check one of the following):

<input type="checkbox"/>	Mailed – There is no additional charge for mailing however, Keys Please® is not liable for the loss, delay or mishandling of any gift certificates sent through Canada Post.
<input type="checkbox"/>	Delivered by Keys Please® (Cost \$20.00)
<input type="checkbox"/>	Picked Up at Keys Please® Prince George Office

Credit Card Information

Card Number:	Expiry Date:
Cardholder Name (print):	CCV Code:
Cardholder Signature:	

Office Use:

Processed By _____ Date _____ Confirmation # _____