



Calgary Exclusive Use Pre-Booking Form

Fax: (403) 243-5425

E-Mail: servicerequest@keysplease.net

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):	
Location Name & Address:	
Contact Name at Function:	Contact Phone #:

Vehicle(s) Required

Rate: \$97.50 / Hour / Vehicle (GST Included). Minimum Charge - 2 Hours / Vehicle

Number of Vehicles	Starting Time	Ending Time	Total # of Hours
Gratuity Percentage:		Gratuity Dollar Value:	

NOTE: Functions that are held outside of the City Limits will have a minimum One Hour Travel Time Charged / Vehicle. Do not include this in your required time for Exclusive Use Service.

Terms and Conditions:

- As these vehicles are booked specifically for the requested exclusive use and only a certain number of vehicles are allocated for this service I understand there are NO refunds on cancellations or modification requests.
- I understand the service is prepaid on the Credit Card supplied for the original hours I have requested.
- I understand that any overages on completions of the final trip will be my responsibility and will be charged to the Credit Card I supplied.
- I further agree to pay any additional charges incurred for authorized extended time requested.

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

Signature: _____ Date: _____

Credit Card Information

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

Office Use:

Processed By _____ Date _____ Confirmation # _____