

## Corporate Sedan Service Authorization to Charge Credit Card

Please charge transportation services to the credit card listed below:

\_\_\_\_\_ American Express      \_\_\_\_\_ Visa      \_\_\_\_\_ MasterCard

\_\_\_\_\_ Discover      \_\_\_\_\_ Diners Club

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CID Number: \_\_\_\_\_

Month                      Year                      4 digit number on the right above the  
Embossed number on the front of  
American Express Cards or 3 digit  
Number on the back of VISA/MC  
Or Discover cards on the far right  
hand side of the signature panel  
On the back of the card

Please print clearly

NAME \_\_\_\_\_  
(as it appears on the Credit Card)

Billing statement address:      Street \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone Number      Home \_\_\_\_\_ Work \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize Corporate Sedan Service to charge  
\$ \_\_\_\_\_ to the credit card indicated above for the non-refundable deposit or Balance Due for  
transportation services reserved with, or rendered by Corporate Sedan Service for Reservation(s)  
# \_\_\_\_\_.

### \*Cancellation – No Show Policy\*

A cancellation fee **equal to the total trip cost including gratuity** will be charged to the above credit card for any cancellation that is made less than two hours before the scheduled pick up time in the Philadelphia Metropolitan area. All out of state pick-ups require four hours notice. Corporate Sedan Service cannot be held responsible for passenger flights or trains that are missed, cancelled, diverted, delayed or any other incident the company cannot control which results in failure by the customer to comply with the above required cancellation policy. We will exact our best effort to fulfill client needs, in these instances, subject to wait time fees or late cancellations and re-bookings, without detriment to other reserved clients. If for any reason the account balance is not paid, I agree that I will be liable for any and all reasonable legal fees and costs, in addition to my outstanding balance.

**A FRONT & BACK COPY of your credit card and a FRONT COPY of Drivers License is required to be faxed with this agreement to the Attention of the Reservation Dept. Please make sure the credit card account number is legible on the copy and fax back within 24 hours to 215-754-4657 to avoid cancellation of reservation.**

This authorization, once signed, is valid whether a charge slip has been signed and is not accepted without a copy of the front and back of the credit card.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_