

STAR LIMO L.L.C. Phone: 505-848-9999 - Fax 505-831-7200 - E-Mail: contact@505starlimo.com

Star Limo LLC AND ITS AFFILIATES INCLUDING BUT NOT LIMITED TO THE FOLLOWING d.b.a. www.sunportlimo.com, WWW.505STARLIMO.COM , WWW.THESANTAFECOMPANY.COM, WWW.SANTAFELimos.COM, agree to serve as the ground transportation contractor furnishing car services and private shared ride transportation solutions FOR visiting event company & convention event attendees/ INDIVIDUAL TRAVELERS in New Mexico. Star Limo L.L.C. WHEN contracted for services directly by conference attendees/ master billing account holder / meeting planner, company and or their representatives.

Star Limo LLC will provide a contact number for passengers to call in case of emergency and an email address and website for communication and payments . Star Limo and visitors agree that services provided are private shared ride shuttle services

Name of Card Holder	<input type="text"/>			
Credit Card Billing Address	Street	<input type="text"/>		
	City	<input type="text"/>	State	<input type="text"/>
			Zip Code	<input type="text"/>
Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express
Card Number	<input type="text"/>			
Card Expiration Date	M <input type="text"/>	Y <input type="text"/>	Security Code	<input type="text"/>
				(The last 3 digits On the back of your card) Or (The 4 digits on front of your AMEX card)
Home / Office Phone Number	<input type="text"/>	E-mail Address	<input type="text"/>	

Client Pickup Location	<input type="text"/>			
Flight #, Airline Info, Arrival Time & Date	<input type="text"/>			
Name of client / party	<input type="text"/>			
Client's Mobile Phone Number	<input type="text"/>			
Destination Address/ Location	<input type="text"/>			
Return Date	M <input type="text"/>	D <input type="text"/>	Y <input type="text"/>	Pick Up Time <input type="text"/>
				<input type="checkbox"/> AM <input type="checkbox"/> PM
Pickup Location / Address	<input type="text"/>			

1. Please send, in addition to this form, a copy of front and back of credit card with card holders ID.
2. Verify the information on this authorization form & FAX your confirmation to 505-831-7200.
3. The above credit card account is a form of payment for the attached reservation. However the charged amount must be based on the estimate and agreed to Star Limo llc company policy listed below.
4. A receipt for services CAN be faxed or emailed upon REQUEST of the transaction.

By signing below I Certify that:

- I agree to all the terms and conditions on page number two of this form
- I authorize STAR LIMO L.L.C to charge credit card listed above for all reservations & charges scheduled with Star Limo New Mexico.

Client's Signature
<input type="text"/>

Print Name
<input type="text"/>
Date
M <input type="text"/> D <input type="text"/> Y <input type="text"/>



Our Terms and Conditions

Star Limo LLC will maintain the passenger manifest to schedule shuttles on an as needed basis for reservations and manifests submitted prior. By event company, event planner and or their representatives and individual passengers. Star Limo LLC will accommodate passengers whose flights are delayed. Star Limo LLC and its affiliates agree to provide ground transportation services to INDIVIDUAL passengers who make reservations in advance. Reservations and adjustments will be accepted up to 72 hours prior to event date. Visiting GROUP or individuals agree to provide final and completed arrival and departure manifests no later than 7 DAYS before beginning of event arrivals. Star Limo LLC and its affiliates agree to provide ground transportation services to INDIVIDUAL passengers who make reservations in advance. Reservations and adjustments will be accepted up to 72 hours prior to event date. Visiting GROUP or individuals agree to provide final and completed arrival and departure manifests no later than 7 DAYS before beginning of event arrivals. Transportation company will allocate the proper vehicles based on manifest and schedule submitted prior based on grouping of travelers and joining of multiple arrivals of shared ride participants.

Star Limo shuttle service will be available for all pre-scheduled reservations. All on-the-spot reservations will incur a Full rate service. "On the Spot Service" occurs when someone has not booked a reservation and comes off the plane or from hotel and asks for service "on the spot", or a passenger that arrived later than anticipated and does not want to wait for the next available shuttle. If an individual has made a reservation in advance and their flight is delayed, Star Limo LLC will service the passenger arriving late on a first come first served and available basis, meaning they will be taken on the next available shared ride shuttle. An example of "first come first served" services is when an individual has booked a service to the hotel through the website or by phone and the plane arrives late or is cancelled and they arrive on a later flight. Travelers bear burden to inform company of their updated travel information. Travelers with excessive luggage and or golf bags may have to wait to be accommodated with proper vehicles

All changes to pre-existing reservations will require a \$25 change fee per passenger ; delayed flight changes and cancelled flights are excluded from the change fee . Registration will stop 7 days before conference. Any reservation that needs to be made due to urgent nature will incur an additional flat \$ 25 surcharge ,per reservation ,per individual ,per transfer, per adjustment.

Visiting EVENT company will promote Star Limo LLC its affiliates as their exclusive ground transportation agent by listing them in print and web information for conference attendees to provide shared ride shuttle & private car service in New Mexico. Visiting Event company will link and relay Contact information and website links to event attendees for reservations .

Cancellation

All reservations are 100% non-refundable. Refunds are not refunded to "no shows" even if due to flight cancellations and any circumstance beyond the control of either party - such as acts of God, war, acts of terrorism, government regulations, disaster, strikes , civil disorder, or curtailment of transportation facilities - in the event that such circumstances makes it illegal or impossible to provide or use transportation.

I authorize STAR Limousine L.L.C. and or its affiliates to charge all expenses related to all reservation made by me or by someone else on my behalf.

I understand these charges may or may not include and are not limited to tolls, Airport parking, waiting time, stops, 20% driver gratuities Payment for reservation for tour guide/ airport concierge is non-refundable!

All deposits are non-refundable. All individual reservations require full prepayments

Reservation can be prepaid with credit card, cashier check or cash. To prepay with credit card you must fax to 505-831-7200 or email to info@505starlimo.com a written authorization. The written authorization must be signed by the credit card holder. All prices are subject to availability. All quoted prices are estimated only; final charges are based o additional services if any, and client agrees to adhere to policies without exceptions.

No joint reservations accepted or honored.

Schedule adjustment via driver is not accepted call and email using company contacts information provided.