



H A W A

Limousine & Transportation Services

Washington, DC 20009

Phone: 703-496-6461 / 202-683-4292

Client Information

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Cell Phone #: _____

E-mail: _____

Service Agreement:

Per our discussion, HAWA Limousine & Transportation Services will be providing you with transportation. Please review all information within this document for clarity and accuracy. Please provide all additional information required within this document. We would like to initially reserve all services for you and your guests accurately.

Service Information

Date & day of Service: _____ Pick – up time: _____

Drop Off Time: _____

Of Guests: _____ # of Vehicles Required: _____

Pick Up - & - Drop Off

Pick Up Location 1: _____

Drop Off Location 2: _____



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Special Instructions:

Trip Total \$ Amount:

Special Notes:

NON-REFUNDABLE event. 100% will be charged to the client's credit card. Any damages to the vehicle, including vomit, will be charged to the client's credit card.

Credit Card Information

AMEX VISA MASTER CARD CHECK CASH

Credit Card # _____ Exp. Date _____

Add 8% administrative fee for all credit card payments and 20% gratuity

I, _____, understand that by signing this document I have reserved HAWA Limousine & Transportation Services or the above mentioned / attached services. I authorize the above company to charge my credit card for the transportation services. I understand that reserved HAWA Limousine & Transportation Services will charge 100% of the payment on the credit card provided above. I am authorized to use the credit card provided for purchases. I also understand the fees are nonrefundable after authorization with signature been provided for the service.

Customer Signature: _____ **Printed Name:** _____



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Service Agreement Conditions

This Service Agreement serves as a contract between HAWA Transportation LLC. And the customer. Terms & Conditions of this contract are as follows:

1. A deposit on a major credit card is required for all reservations. Reservation is not confirmed until deposit and service agreement is received. Balance will be billed to customer's credit card upon completion of job. A 20% gratuity will be charged on all reservations.
2. Deposits are non-refundable. In the event that HAWA Transportation is unable to start a job due to circumstances beyond our control, the customer's deposit will be refunded in full.
3. Availability of limousine past reserved time is not guaranteed. HAWA Transportation LLC provides a 15 minute grace period on all reservations. After 15 minutes customer accepts responsibility for overtime charges incurred at the following rates: 0.5 hours for every 15 minutes extra beyond the 15 minutes grace period.
4. The use of any illegal substance is prohibited in the limousines. The possession or consumption of alcohol by any passenger under the age of 21 is prohibited. Any breach of this policy will result in immediate termination of services and payment due in full for entire reservation. In this instance, driver may terminate services immediately or return passengers to the point of initial pickup.
5. Customer accepts financial responsibility for any and all damages resulting from improper use of the limousine and its contents, including but not limited to audio/video equipment, lighting, exterior and interior components including upholstery. Repairs for damages may be billed to customer's credit card.
6. Proactive measures are taken to return all items left in our vehicles. HAWA Transportation LLC is not responsible for items left in our vehicles.
7. HAWA Transportation LLC. Reserves the right to charge a cleanup fee of not less than \$250 for excessive mess, vomiting or spillage to the credit card on file, Smoking is not permitted in any limousine and is also subject to a minimum \$500 fee to the credit card on file.
8. HAWA Transportation LLC. Cannot be held responsible for mechanical problems, inclement weather, route travelled, or other uncontrollable circumstances including those resulting in the inability to start a job at its scheduled time or complete a job in its entirety or at its scheduled finish time. In the event that the requested vehicle cannot be provided, HAWA Transportation LLC may provide a vehicle of equal or greater capacity or combination of vehicles at its discretion.
9. Unless otherwise stated, customer accepts financial responsibility for all tolls, parking, and other related charges incurred during the reservation.
10. Customer represents to be at least 18 years of age and legally capable of entering into this contract under Washington, DC law.
11. With the exception of Weddings, Proms and Homecomings (which must be paid in advance of the service date). Balance may be paid by credit card if pre-arranged with the office (cardholder must be present with credit card & ID upon arrival on rental date). NO checks of any kind will be accepted unless received at least 30 days prior to rental date. There is a \$100.00 returned check fee.

X _____ X _____ X _____
Client's Signature **Print Name** **Date**