Top Shelf Limousine 1406 Chicago Avenue Suite 102 Ocean City, Maryland 21842
CONTRACT FOR SERVICE: www.topshelflimousine.com
Please fax this contract to fax (410) 202-2597 phone (410) 289-7699
CLIENT IS RESPONSIBLE FOR CALLING AND VERIFING THAT WE RECEIVED YOUR CONTRACT

Name: Phone Number: Cell Phone:
Address E-Mail
Date: Type of Event:
Pick Up Location: Pick Up Time:
Drop Off Location: Drop Off Time:
Number of Passengers:
Vehicle Type:
Number of Hours Guaranteed: Rate per Hour:
Base Fee:
Gratuity (20%):
Retainer (50%)
Balance (Due prior to pickup)

Top Shelf Limousine will provide punctual, professional service for your event. In the rare event of tardiness, Top Shelf will completely prorate and reimburse the purchaser for time lost.
There is no guarantee that overtime hours will be available. Please be sure that the number of hours you are writing on the contract will be sufficient time for your event.

Retainers are NON REFUNDABLE Cancellations with less than 10 days notice (certified mail to address above) will be billed the Total Contract amount. This means you will pay for all charges on the contract. By signing this contract, and entering your credit card information in the appropriate fields you are authorizing Top Shelf Limousine to charge the credit card for any of the following charges; deposit, cancellation fee, damages to the vehicle, and all services rendered. We will calculate the exact amount of hours and charges when the trip is completed. We will then deduct your deposit amount leaving the actual balance due.
Credit Card Must be presented to the driver the day of the event if not paying cash.

Limousine Rules and Regulations:
1. No alcohol consumed by anyone less than 21 years of age. Violation may result in early termination, no refunds.
2. No SMOKING inside limousine, $100.00 charge per incident. No exceptions .
3. Clean-up fee for vomit in the limousine will be assessed.
4. All tolls and parking are not included in rental rate.
5. $10.00 per glass for broken or missing glasses.
6. $100.00 clean up fee for excessive matter in Limousine.
7. All unruly persons will be dropped of at the sole discretion of the driver & no refunds.
8. We will not be responsible for any lost, damaged, or stolen property.
9. No illegal drug use of any kind.
10. Overtime will be billed in half hour increments.
11. Cancellations must be made in writing by certified mail within 10 days of your scheduled event to avoid being billed the full contract amount.
12. Customer agrees that overtime will be billed at the contracted rate and agrees to pay any overtime charges.

13. Customer agrees that replacement Limousine may be substituted in the event of any major mechanical issues, limo involved in accident, etc.
14. All entertainment including cds, dvds, vhs tapes is to be provided by the client.
We do not guarantee color of limousine, we take requests only.

PLEASE INCLUDE COPY OF DRIVERS LICENSE AND CREDIT CARD:
Contract obligations: I understand and agree to the length and usage along with any charges and further agree to pay for any and all damages my party may cause during the rental periods. I also agree to the above Limousine Rules and Regulations. All damages are the sole discretion of the driver. I understand and agree to pay the entire contract price if cancellation policy is not followed. The number of hours you agree to on the contract is the minimum hours customer agrees to pay.

Customers Name:(Print)_____

Customer Signature_____Date_____

Credit Card
Number_____CVC_____
Last 3 numbers on back of card

Credit card Billing Address_____

Exp. Date_____

Copy of Driver's License and Credit Card is required to secure service. Purchaser may pay with cash, check or credit card.