



San Francisco Reliable Rides
P.O.Box 4476
Burlingame CA 94011

Tel. 415-816-1570
Fax. 650-552-9296

Corporate Account Package and Corporate Credit Card Authorization

Why use San Francisco Reliable Rides service?

San Francisco Reliable Rides is the professional alternative to your transportation demands. With our extensive corporate background, we understand your travel needs, importance of punctuality, and will treat your client with professional courtesy. Our staff has many years of experience in the transportation industry. You can always count on our service that we have always given to our clients over the years for their business and leisure needs. Services are provided to all Bay Area Airports and surrounding cities with our luxury vehicles.

Our Objectives:

San Francisco Reliable Rides guarantees punctual service and we'll do our best to meet your highest expectations. We will offer reasonable rates that will ensure quality service of newer model vehicles and well-trained professional drivers. Reliable prompt, and convenient service will always be cheerfully provided.

Our Service

Our transportation is available 24 hours a day, every day of the year. A 24-hour reservation is usually required; however, we can usually accommodate you with at least 2-hour notice. For your convenience we have a 24-hour phone service.

Our Fleet:

Our fleet consists of newer model luxury vehicles. Sedans are luxury Lincoln Town Cars. Limousines are fully equipped luxury Lincoln stretch vehicles. Sedans can accommodate up to four passengers and we have limousines that can accommodate up to 14 passengers per car. Our cars provide comfort and style as they are constantly cleaned and always regularly maintained to keep them in top condition.

We offer : 15-passenger Vans - Stretch Limousines - Town Car Sedans

Reliability of drivers:

Our drivers are experienced, courteous, and always arrive dressed in professional attire. Most drivers have at least 5 years experience as transportation specialists. Many have more than 10 years' experience in the Bay Area. Our drivers are always on time for their pick-ups and are usually in the area several minutes before. We have constant communication with our drivers and provide early morning wake-up calls. Full coverage insurance is carried on all vehicles and drivers. All drivers participate in a random drug and alcohol testing that is not really necessary for our drivers yet required by law. Our drivers have clean DMV records and we are really proud of our safety history.

Airport rates:

San Francisco Reliable Rides offers responsible rates that still allow us to provide the finest vehicles and drivers. The following rates are based on one-way between San Francisco City and the Airports. Sedan rates are for a minimum of four passengers per car. From the airport, these rates would be available for curbside service only. For gate meets add \$20 for domestic flight and \$40 for international flights.

	<i>Sedan</i>	<i>Limousine</i>
San Francisco Airport	\$48.00	\$78.00
Oakland Airport	\$78.00	\$98.00
San Jose Airport	\$118.00	\$148.00

Additional charges:

The rates given are the basic fares from the city directly to and from the airports. When booking a reservation the total rates for the actual booking will always be quoted. Please keep in mind that there are additional charges such as waiting time, extra stops, longer use, gate meets, etc.

Corporate service:

Our service thrives on corporate clientele. We offer frequent traveler rates and corporate company rate. Also we give our corporate accounts and clients the first choice on our specialty vehicles and the most flexible corporate billing systems.

Corporate billing & Corporate Solutions:

Our organization offers many ways of billing systems that fit an individual account traveler and a big company that wants to control its accounting and spending.

- 1st solution is an **individual frequent traveler account**, which simply is a credit card authorization account on file with a 30-day monthly billing or in special cases 60 days monthly billing. The traveler will simply call our office and reserve transportation with an account number (that our Account Establishment Department will assign for him/her). At the end of the month our Accounting Department will charge the credit card on file and fax or mail a statement to the client's office or place of business.
- 2nd solution is our company corporate department **umbrella account**, where the company will get a corporate account number and the best corporate rates set up, but for accounting reasons the Financial Department of the company doesn't want to have all employees and all departments under one large bill. That's where our account personnel come in. One of our accounting solutions was for every department of the company to forward a credit card authorization form to each traveling employee within the company. This is where the umbrella account comes into effect: each traveling employee in each department within the company will enjoy the rates

that were offered by our organization and the charges will appear on each individual credit card for superb accounting. Each employee will receive his/her own statement at the end of the 30-60 days agreed-upon period. This way the Financial Department of every company and every department will assure its employees the best service and assure itself the most accurate accounting and rates. Other transportation companies charge over \$100.00 dollar per trip and will never offer this kind of accurate accounting to their clients. Our rate is basically half of the ongoing rates in the transportation industry, and we go the extra mile for all our clients.

- ▶ 3rd solution is our **direct billing account**. This account is a 30-day or 60-day billing account, where our organization requires a credit card number on file, but it is not used at all. A statement is faxed or mailed to the company or the accounting department for payment, where a check is mailed.

Our account establishment department will work with all companies' accounting departments and controller's offices to make sure that the account the company establishes with our ground transportation organization is the most effective solution for today's challenging business world.

Statements & billing:

Our accounting statements will always be very accurate mentioning the date, time, pick-up location and drop off location. All our accounting personnel are trained to meet your accounting needs and to design a statement according to your accounting needs. Our accounting department is very prompt and organized — you will receive your statement or receipts before you ask for it. All our account establishment and accounting department needs from your company is correct information: where the receipts and the statement are going and to which fax or address or department, because we know the importance of closing out expenses for big companies and financial institutions.

Tours & Charters:

Charters for business or leisure needs are available in sedans and limousines starting at \$65.00 per hour with a three-hour minimum for the town car sedans and \$85.00 per hour with three-hour minimum for the stretch Limousine. The car type, number of passengers, and mileage if applicable determine prices. Tours of San Francisco, Muir Woods/Sausalito, Wine Country, and Monterey/Carmel are also available by sedan or limousine.

Business and corporate charters are also available; for example, very important appointments that are close to each other in time but far away in distance pose no problem. Meeting-to-meeting corporate service charter: have the car wait and be ready to head to the next meeting.

Frequently Asked Questions

- Do we get special rates for corporate accounts?
Yes
- Is this service on time?
Yes, If we are not 10 min. early the service is FREE.
- Is someone there to answer the phones in the morning?
Yes, our live dispatchers are always ready for your calls.
- Do we get the most competitive rates in town?
Yes. Call us and find out: 800-588-0577. Ask for Corporate Rates.
- Are your drivers experienced?
Yes
- Does your company have a website?
Yes, www.sfrides.com and www.sftowncar.com
- Do you offer VIP Service for important people?
Yes
- Can your company handle big groups?
Yes
- Is this a 24-hour limousine company?
Yes
- Can you bill each department and each employee on his or her credit card?
Yes, our company is a corporate specialist.
Read our Billing System solutions (on pages 2 and 3).

Cancellation:

- Notice given two hours before scheduled pick up time will not be charged.
- Cancellation within 2 hours will be charged actual rate.
- If flights are delayed we will update flights and have driver available at no extra cost.
- No Show (without cancellation) will be charged full rate.
- To fully cancel a scheduled pick up, it must be done 4 hours in advance.
- For long charters, wine country tours and group reservations, no cancellation is allowed. Full day charters are confirmed because of long hour hold on vehicles.



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Credit Card Authorization & Corporate Individual Sheet

Company _____ Department _____

Address _____

Name _____ Phone # _____

Email address _____ Fax # _____

Billing Address (if different from address above) _____

City _____ Zip Code _____

Would you like to open a corporate account? Yes No

Would you like to keep your credit card on file for future transportation? Yes No

Credit card # _____ Exp. Date _____

Are you the cardholder? Yes No ***You must be the cardholder to proceed completing this form.***

Other persons authorized on this account:

Name _____ Phone # _____

I authorize this limousine company to charge my card for all the amount due as a cost to attend this service and I am authorizing this company to open an ongoing credit card on file transportation account. I do understand that at the end of each month the total amount due will be charged to this credit card, and the only way this account will be closed is if the cardholder will request it to be done in writing. I understand there are no refunds or cancellations at all, and the full amount will be charged to my credit card in case of a no-show for any reason or cancellations.

I understand I am signing a legal binding contract for this event.

This is an ongoing agreement to keep this credit card on file for ongoing transportation services.

If more service or more time than originally contracted was acquired at the time of the job, this limousine company is authorized to charge the additional balance to this credit card.

Signature _____	Date _____
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