

Chicago Limousine Service

Corporate Account Application

Thank you for choosing Chicago Limousine Service. Your Corporate Account application is enclosed. Please take a little time to review the terms and to complete the application fully.

Once your [Preferred Charge Account](#) has been established, your account number will be mailed directly to you and you can begin immediately to enjoy the convenience and comfort which are the hallmarks of Chicago Limousine Service. Please issue your new account number only to those people whom you wish to extend UNRESTRICTED charge privileges with Chicago Limousine Service.

You will be responsible for all trips charged to your account number, so it is extremely important that you only give your account number to no one. We will never release your account number to anyone, under any circumstance. It is important that your reservations be made as "Corporate Charge", and that you know your account number. If you do not know the number, you will not be able to charge to your account.

We request that you notify us of cancellations at least **24 hours** prior to the scheduled pickup time, but we will accept cancellations up to one hour prior to pickup time. If you do not cancel, or cancel less than one hour prior to pickup time, you will be billed the minimum fare. The person canceling the reservation will be issued a cancellation number. Please be certain that they keep a record of that number. It is your proof of cancellation.

Our payment terms are: Net balance due upon receipt. All unpaid balances will incur a 1.5% finance charge after 60 days until paid. If you question a charge, please do so by phone or in writing within 30 days of the date of the trip.

Return your completed application:

By Mail to Chicago Limousine Service
5461 N East River RD, Suite 407
Chicago, IL 60656.

By Fax to (773) 693-6331

Thank you again for choosing Chicago Limousine Service. If you have any questions, please contact our Accounting Department at (773) 693-5466. Please allow two (2) weeks for processing your application.

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Corporate Account Application

Corporate Information Section

Company Name	Attention Line	Federal ID Number
Address		
City	State	Zip Code
Office Telephone Number	Office Fax Number	

Billing Information Section (If different from above)

Company Name		
Billing Address		
City	State	Zip Code
Attention Line		

Credit Reference Section

Credit Reference	Account Number	Phone
Credit Reference	Account Number	Phone
Bank Reference	Account Number	Phone
Address		
City	State	ZipCode

I, the Undersigned, Authorize Release of Credit Information to Chicago Limousine Service

Signature of Applicant _____ Date _____

X

DO NOT WRITE BELOW THIS LINE/FOR OFFICE USE ONLY