

**Executive Charter, Inc.**  
 1810 Monmouth St, Newport KY 41071  
 859-261-8841  
 reservations@executivetransportation.org

Account Name: Longbranch Elementary Acct ID: 6309082

Address: 2805 Longbranch Rd Union, KY 41091

Client Contact: Diana Harkins Phone#: 8596309082

Pickup_Time	Passenger	Confirmation
6309082		
4/19/2018 8:45:00AM	Longbranch Elementary	2297248
MOTOR COACH 55	FROM: Longbranch Elementary: 2805 Longbranch Rd Union 41	Fare \$1,250.00
	TO: COSI: 333 W. Broad Street, Columbus, Ohio 43215	Tips
		TotalFare \$1,250.00
TRIP REMARKS:	WAIT&RETURN; LEAVE COSI @ AROUND 4:30 PM \$1250.00 PER COACH. GRATUITY NOT INCLUDED 3 - 55 PAX BUSES Order has more than 1 vehicle	
4/19/2018 8:45:00AM	Longbranch Elementary	2297257
MOTOR COACH 55	FROM: Longbranch Elementary: 2805 Longbranch Rd Union 41	Fare \$1,250.00
	TO: COSI: 333 W. Broad Street, Columbus, Ohio 43215	Tips
		TotalFare \$1,250.00
TRIP REMARKS:	WAIT&RETURN; LEAVE COSI @ AROUND 4:30 PM \$1295.00 PER COACH. GRATUITY NOT INCLUDED 3 - 55 PAX BUSES Order has more than 1 vehicle	
4/19/2018 8:45:00AM	Longbranch Elementary	2297258
MOTOR COACH 55	FROM: Longbranch Elementary: 2805 Longbranch Rd Union 41	Fare \$1,250.00
	TO: COSI: 333 W. Broad Street, Columbus, Ohio 43215	Tips
		TotalFare \$1,250.00
TRIP REMARKS:	WAIT&RETURN; LEAVE COSI @ AROUND 4:30 PM \$1295.00 PER COACH. GRATUITY NOT INCLUDED 3 - 55 PAX BUSES Order has more than 1 vehicle	
		Invoice Total: \$3,750.00

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service.

PAYMENT OF BALANCE: To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If the balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfeiture of all monies paid.

ADDITIONAL CHARGES: You will be responsible for any tolls, city fees and applicable parking for the bus.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such amenities.

DRIVER ACCOMMODATIONS: You are responsible for a hotel room for the driver. This includes booking and payment of the room.

TIPPING DRIVERS: Fares quoted do not include a gratuity for the driver. Any gratuity is at your discretion. If you wish to add it to the amount we charge, please let us know.

PAYMENTS: We accept credit card or check. Please make checks payable to: Executive Charter, Inc.

Pickup Time	Passenger	Confirmation
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A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts.

**PRICE VARIATIONS:** The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote. A revised quote will be given at the time of change.

**DAMAGE AND CLEAN UP FEES:** If extraordinary clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

**LIMITATIONS ON DRIVE TIMES:** Please NOTE the following:

The bus will not be driven between 1:00 am and 5:00am. Please adjust your itinerary to accommodate this.

The D.O.T. only allows a driver to be on duty for 15 consecutive hours and to drive for 10 hours of the 15 hours before an 8 hour break is required.

It is important to communicate with us prior to your trip regarding any itinerary that may exceed these requirements so accommodations for a second driver can be made. A second driver will increase the cost of your charter.

**ITINERARY:** A specific itinerary is required 2 weeks before the service, listing all locations and expected times for the driver(s).

**NOTES:** Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.

Please sign and return with your deposit to ensure your coach reservation.

Signature \_\_\_\_\_