

Serving South Carolina
for over 24 years.

www.topplimos.com

 ToppLimo



Randi Topp
945 Autumn Run
Wedgefield, SC 29168
803.983.5247
Fax 803.494.5779
topplimo@ftc-i.net

Date Reserved: _____ Driver: _____

Name: _____ Telephone: _____

Company: _____ Fax: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

Event: Wedding: _____ Prom: _____ Anv.: _____ Bus: _____ Birthday: _____

Drinks: Champagne _____ Sparkling Cider _____ Soda _____ Water _____ Other _____

Number in Party: _____ Number of Cars: _____ Rate: _____

Start Time: _____ End Time: _____ Collect Cash: _____

Form of Payment: _____ Card #: _____ Exp.: _____

Deposit: _____ Date: _____ Bal.: _____ V-Code: _____

Special Instructions: _____

DRIVER COLLECT CASH

Check this box if you **DO NOT** want photo posted to our facebook account.

A 5% FEE WILL BE CHARGED ON ALL BALANCES PAID WITH CREDIT CARD.

1. Payment may be made with cash, money order, credit card or check (2 week prior.)
(Minimum of 25% on credit card refunds, including phone orders) Balance is due _____
2. A deposit of \$100.00 is required at time of booking to confirm the service.
3. Additional time will be charged at the rate of \$ _____ hour. Overtime begins at _____
4. Additional fees must be collected 1 hour in advance. (Upon availability)
5. ANY DAMAGE TO THE VEHICLE (TO INCLUDE GLASSWARE) WILL BE PAID FOR BY THE CLIENT.
6. **THERE WILL BE NO SMOKING IN ANY CARS.**
7. Children under the age of 15 must be accompanied by an adult.
8. Bill charges to credit card # _____ Exp. _____
9. CANCELLATION REFUNDS UP TO DISCRETION OF MANAGEMENT.

I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS AGREEMENT
ON REVERSE SIDE OF PAGE. **PLEASE SIGN & RETURN TO VERIFY YOUR RESERVATION.**

Client Signature: _____ Date: _____

SERVICE TERMS OF USE

Carrier	Topp Limousine Services, Inc.
Chartering Party	The individual responsible for directing & compensating the carrier
Vehicle	A vehicle, limousine, van or SUV provided by the Carrier

A.) The Carrier reserves the right to refuse to transport a person or persons under the influence (Overindulged) of intoxicating liquor or drugs, or who is incapable of taking care of themselves, or who shows conduct which is such, or is likely to be such, as to make themselves objectionable to other passengers. Drug use, underage drinking or any other illegal activity will result in termination of the charter immediately, without refund.

B.) The Carrier reserves the right to refuse to enter premises or areas that, in the sole option of the Carrier, may expose the chauffeur or Vehicle to delay, liability, injury or damage, including areas such as sports and public event parking lots, unpaved roads, poorly lit areas, and areas which may be the site of illegal activities or areas which seem to be of a private or restricted nature.

C.) Animals will not be permitted in or carried in a vehicle by this Carrier, except seeing-eye animals accompanying their master.

D.) The Carrier will endeavor to maintain the schedule requested, however, the Carrier will not be liable for delays influenced by factors beyond our control such as traffic, weather, mechanical breakdown, chauffeur or passenger illness, etc...If factors beyond the Carriers control have such influence that, in the opinion of the Carrier, it is inadvisable to operate the vehicle or continue the charter, then the Carrier shall not be held liable.

E.) Payment of all charges and fees shall be the responsibility of the Chartering Party and shall extend personally to the individual entering the chartering agreement on behalf of the Chartering Party. The Carrier reserves the right to collect such charges in full, in advance, unless prior credit arrangements have been made with the Carrier.

F.) The Carrier will not be held responsible nor liable for any items left in the vehicles, However, the Carrier, when notified by the Chartering Party that items were left in a vehicle, the Carrier will attempt to locate the lost items and store them, without charge, at the Carriers Office until they can be picked up. Items left after thirty (30) days following a notification will be disposed of in a manner the Carrier so desires.

G.) Vehicles are carefully inspected by the Carrier prior to and after each charter trip. Any damage to upholstery, carriage-work, electronics, accessories, windows, or other parts and accessories of the vehicle that is caused by anyone or anything related to the Chartering Party shall be the responsibility of the Charter Party. Becoming ill inside the vehicle shall be considered unintentional damage to the vehicle's interior and will result in a \$150.00 charge to clean and air out the vehicle. Smoking in a vehicle shall be considered intentional damage to the cars interior and will result in a \$175.00 charge to clean and air out the vehicle.

H.) Any extension of a charter must be paid in full prior to the expiration time of the scheduled charter. If not, then the Charter Company reserves the right to terminate the existing contract at the original time agreed upon and executed on this contract.

I.) By placing an order with Topp Limousine's, you agree that you are aware of these terms and conditions and will honor all charges. You also represent that you are duly authorized to grant Topp Limousine's authority to process service charges to your credit card and/or corporate card and will be personally responsible for any and all charges for damages contracted by you.

J.) **Any reservation canceled prior to 90 days of the scheduled date of charter will be fully refunded, minus a 10% surcharge. Any reservation canceled within 90 days of the scheduled charter will forfeit any and all deposits. (Up to discretion of management.) SPECIAL EVENTS ARE PAID IN FULL WITH NO REFUND. (NASCAR, MASTERS GOLF, ETC.)**