



UMD AND BLACK CAR SERVICE

MASTER LIVERY SERVICES

AFFILIATE APPLICATION FORM

1. Name of the Company:

2. Owner / Manager of Company:

3. Primary Contact Person:

4. Main Telephone No:

5. Email Address for Reservations / Billing:

6. What is your Website address?

7. Business Address:

8. Mailing Address if different from Business Address:

9. Employer Tax Identification Number (EIN#):

10. Name of Insurance Carrier: Specify General Liability and/or Auto Liability:

11. Credit card info, credit card number, expiration date, security code number, billing address:

12. What is your cancellation policy?

Phone: [\(617\) 655-7600](tel:6176557600)

Email: info@masterliveryservices.com

Web: www.masterliveryservices.com

13. What is your grace period from airport and non-airport locations before any wait time charges apply?

14. What Do you track all Flights?

15. Does your grace period start after the Flight arrives at the Airport?

16. What is your Drivers Dress Code?

17. Do you have a 24 hour Reservations Department/Dispatch Center?

18. Do you have GPS in all your cars?

19. How do you communicate with your drivers? Do you use cell phones or Radios?:

20. Which airports and Cities do you service?

21. List the type of fleet you have and how many passengers and luggage can it accommodate:

22. Do you Farm out local Rides to Affiliate and do you utilize Independent Sub Contractors?

Agreement:

1. If a NO Show takes place for a booking we had made for our client because the driver was not on time at the designated location or because the driver and client could not connect, we will not be held responsible for the cost of the trip.
2. If the driver is more than 15 minutes delayed for a pick up due to traffic, weather, car breakdown etc., we will be entitled to a suitable discount.
3. You agree to get authorization from us before you make any changes to the trip itinerary (i.e.: time change requested directly by our client to your driver, pick up or drop off address change or an unscheduled stop)
4. You agree to inform us via email/call about any additional charges BEFORE you charge our credit card or before you send us a Final Invoice.
5. Your Chauffeurs agree to represent our company when they pick up our clients and will NOT promote your company in any way with business cards, vouchers, etc.
6. You agree to not collect anything from our clients like cash, check, credit card info, vouchers, tips, etc. (You cannot ask our clients to sign anything without our permission)
7. All your cars are properly Licensed, Insured, Inspected and maintained before your dispatch a vehicle for our client
8. You MUST inform us at least two hours before the pickup time if the vehicle type needs to be changed if your dispatch office recognizes it to be necessary and efficient to make the pickup of client on time or due to your schedule conflicts. The vehicle must be an upgraded version of the car we had requested initially.
9. You agree to inform us if the driver is not your company driver and is an independent contractor or if you are covering ride with another Affiliate company

Acknowledged and Signed by:

Name: -----

Title/Position of Person: -----

Signed: -----

Date: -----