



For Office Use Only:
Account # _____

CREDIT CARD AUTHORIZATION FORM

Please check one: American Express Visa MasterCard Discover

Credit Card Number _____ / _____
Expiration Date

(Most Credit cards have a 3-digit number printed at the top of the signature strip on the reverse side of the card. Others, like American Express cards for example, have a 4-digit number printed on the front of the card, above the account number.)

CCV Number

Cardholder's Name (as it appears on card)

Company Name

Billing address for credit card

City _____ State _____ Zip Code _____

Contact Phone Number

Contact Cell Phone Number

Contact Email Address

THE FOLLOWING MUST BE COMPLETED BY THE CARDHOLDER FOR THE CREDIT CARD INDICATED ABOVE & SIGNED BY THE AUTHORIZED USER ONLY:

I, _____ AUTHORIZE EXECUTIVE CAR SERVICE TO PROCESS THE CREDIT CARD LISTED ABOVE AS "SIGNATURE ON FILE" FOR GROUND TRANSPORTATION SERVICES.

All incidents of this Agreement shall be governed, construed and enforced in accordance with the laws of the State of Texas and all legal actions arising out of this Agreement shall be commenced in the District Court of Collin County, Texas. Affiliate/Contractor hereby consents in advance to the exercise of personal jurisdiction over him by the District Court of Collin County, Texas, and waives any defense of lack of personal jurisdiction or improper venue in any action filed by Employer against him arising out of this Agreement.

Signature of Card Holder: _____ Date: _____

> > A COPY OF BOTH SIDES OF THE SIGNED CREDIT CARD AND ID MUST BE SUBMITTED WITH THIS FORM, FAX TO 972-818-8690 < <

CANCELLATION POLICY

Cancellations are accepted by phone only. Executive Car Service requires that all cancellations be received no less than 3 hours prior to scheduled pickup time. If you have not contacted ECS within the 2-hour cancellation time frame, you will be charged the full fare including gratuity.

CHANGE POLICY

Executive Car Service requires that all changes be received by phone at least 2 hours prior to pickup. If a change cannot be accommodated and results in a cancellation you will be charged full fare including gratuity for the trip. Changes cannot be made with our Chauffeurs. All changes MUST be made with a Customer Service Representative by calling 972-385-2228 or 1-800-743-3151.