



# HOW TO BOOK

**"Fill it, Sign it and Fax/Email us"**

140 East Ridgewood Ave. Suite 415 S, Paramus, N.J 07652

Telephone **(201)724-7565** | Fax: **(201)589-6000**

Give us a call or visit our site at: [www.njroyallimo.com](http://www.njroyallimo.com) | email: [info@njroyallimo.com](mailto:info@njroyallimo.com)

Most major credit cards accepted. 24/7 Customer service!



## BILLING FORM

Corporate     Individual     Travel Agent

Company information	Company Name:													
	Address:													
	City:		State:		Zip Code:									
Contact Person	Name:													
	Position:													
	Phone:		Fax:		Cell:									
	e-mail:													
Credit Card information	Type:	<input type="radio"/> Visa	<input type="radio"/> Master Card	<input type="radio"/> American Express	<input type="radio"/> Discover	<input type="radio"/> Other								
	Name on Credit card:													
	Number:													
	Authorized Signature:	X					EXP		/				CVV	

## AUTHORIZATION

I, \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)  
of \_\_\_\_\_ am authorized to act as an agent or representative  
(Company name)  
for \_\_\_\_\_ in entering into this Agreement to open a Bill  
(Company name)  
Account effective \_\_\_\_\_ for the purpose of charging all NJ Royal Car & Limo  
(mm/dd/yyyy)  
transportation services. I agree that I and/or \_\_\_\_\_  
(Company name)  
will be held fully responsible for payment of all charges made to this account.

In addition, I agree to the following terms:

1. Payment is to be remitted within 30 days of invoice.  
Otherwise N.J Royal will be authorized to charge credit card on file.
2. There is a \$30.00 fee for returned/insufficient checks.

X \_\_\_\_\_ (Authorized representative signature) \_\_\_\_\_ (Date)

## CANCELLATION POLICY

- Cancellations must be received at least 12 hours prior to scheduled pick up time to avoid charge
- Charters and other special events must be canceled at least 24 hours in advance to avoid charge
- A "No show" (i.e., reservations not cancelled properly) will be billed as full rate plus 20% gratuity