



[www.americanempirelimo.com](http://www.americanempirelimo.com)

Phone: 973-917-3170  
Toll Free: 877-603-3010  
Fax: 973-917-3171

## American Empire Limousine Service, LLC.

Please complete this form and submit by fax or e-mail. An account number will be assigned

### COMPANY INFORMATION

LEGAL BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ACCOUNT ID

### NEW ACCOUNT TIPS

1. GIVE ACCOUNT ID ALWAYS WHEN MAKING OR UPDATING RESERVATIONS
2. CANCEL RESERVATIONS WITHIN 24 HOURS TO AVOID LATE CANCEL FEES
3. CALL AMERICAN EMPIRE DISPATCH IF PASSENGER CANNOT MAKE CONTACT WITH DRIVER AND AVOID "NO SHOW" CHARGES
4. PROVIDE CELL PHONE NUMBER FOR AIRPORT TRANSFERS
5. MAKE RESERVATION ON LINE ON AMERICAN EMPIRELIMO.COM

### BILLING CONTACT

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE/EXT \_\_\_\_\_ E-MAIL \_\_\_\_\_

LOCATION \_\_\_\_\_

*LIST PERSONS AUTHORIZED TO ORDER ON THIS ACCOUNT*

NAME \_\_\_\_\_ PHONE / EXT \_\_\_\_\_

NAME (2) \_\_\_\_\_ PHONE / EXT \_\_\_\_\_

NAME (3) \_\_\_\_\_ PHONE / EXT \_\_\_\_\_

NAME (4) \_\_\_\_\_ PHONE / EXT \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

CARD NUMBER \_\_\_\_\_ EXP DATE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CARDHOLDER'S PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

By affixing my signature below, I authorize American Empire Limousine Service, LLC. To appropriate all charges related to all reservations made on this account: by me or anyone acting on my behalf. I understand that these charges may include but are not limited to all tolls, Airport parking, waiting time, additional stops, and gratuities, (20%). I further agree to honor all "NO SHOW" and late cancellation charges and recognize that the responsibility remains my own to cancel reservations within the time frame allowed without penalty and to contact American Empire Limousine in the event the passenger and driver fail to make contact. I understand that if I wish to cancel my reservation, it is my responsibility to call American Empire Limousine within 24 hours of the pick-up time, (for Sedans) and 72 hours advance notice for vans and stretch limos. In the event that this card is for guarantee purpose only and the passenger is expected to pay for his/her respective trips, it remains my responsibility to resolve payments if the passenger fails to do so and hereby agree to honor all charges if the passenger reneges. I enter into this agreement in good faith having read and understood all the terms set forth herein and further agree to provide written notice to cancel this contract. I have provided a copy of my credit card, both sides and a copy of my photo ID for validation and authentication purposes and hold American Empire Limousine Service liable for any utility of my personal information and/or credit card other than those set forth in this agreement.

CARDHOLDER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**AMERICAN EMPIRE LIMOUSINE SERVICE, LLC.**  
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