



Corporate Account Application

Thank you for choosing Chicago Limo Scene. Your Corporate Account-Form application is enclosed. Please take a little time to review the terms and to complete the application fully.

Once your **---Corporate Account---** has been established, your account number will be mailed directly to you and you can begin immediately to enjoy the convenience and comfort which are the hallmarks of Chicago Limo Scene Service. Please issue your new account number only to those people whom you wish to extend UNRESTRICTED charge privileges with Chicago Limo Scene.

You will be responsible for all trips charged to your account number, so it is extremely important that you only give your account number to no one. We will never release your account number to anyone, under any circumstance. It is important that your reservations be made as “Corporate Charge”, and that you know your account number. If you do not know the number, you will not be able to charge to your account.

We request that you notify us of cancellations at least **24 hours** prior to the scheduled pickup time, but we will accept cancellations up to one hour prior to pickup time. If you do not cancel, or cancel less than one hour prior to pickup time, you will be billed the minimum fare. The person canceling the reservation will be issued a cancellation number. Please be certain that they keep a record of that number. It is your proof of cancellation.

Our payment terms are: Net balance due upon receipt. All unpaid balances will incur a 1.5% finance charge after 60 days until paid. If you question a charge, please do so by phone or in writing within 30 days of the date of the trip.

Return your completed application:

By Email to Accounts@ChicagoLimoScene.com

Thank you again for choosing Chicago Limo Scene. If you have any questions, please contact our Accounting Department at 773-544-7474. Please allow two (2) weeks for processing of your application.

