



AFFILIATE PROCEDURES

- U.S. Sedan Service will send reservations via email or fax.
- Reservations must be confirmed within one hour via email to reservations@ussedan.com or fax 703.661.1441.
- Do not farm out our reservations. But if necessary, please notify our office prior to doing so.
- Chauffeurs must be dressed in a dark suit, dark shoes, tie and a clean white shirt.
- All vehicles must be clean, late model, and in good working order.
- Vehicle upgrades must be cleared with our office ahead of time.
- Chauffeurs must be at least 15 minutes early for all pickups.
- Chauffeurs must meet clients in the designated meeting area with a U.S. Sedan or generic sign with passenger's last name.
- Chauffeurs must map out route prior to pick up.
- If chauffeur cannot locate the client, your office must contact U.S. Sedan within 15 minutes. Do not release the chauffeur without authorization from U.S. Sedan.
- If any problems arise (chauffeur late, cannot find address, incorrect flight information) your office must contact U.S. Sedan Service to advise.
- Call our office to get authorization for any change or additional service that will incur additional charges.
- Chauffeurs should never discuss rates with our passengers, nor should they ever ask for payment.
- If clients try to book or change a reservation with the chauffeur, the chauffeur is not to take any information. The chauffeur must instruct the client to call U.S. Sedan Service, Inc. 703-661-1331.

Billing

- Final charges should be submitted within 24 hours of trip completion.
- Email charges to billing@ussedan.com or fax to 703.661.1441
- For any payment or credit card issues, please contact Chanda Kaplan 703.661.1331 or ckaplan@ussedan.com

Please sign below to indicate you have read and accept the above agreements.

Signature _____

Print _____

Position _____

Date _____