



U.S. Sedan Service Inc.

22800 Executive Drive Suite 130

Dulles, VA 20166

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U.S. Sedan Service - Affiliate Questionnaire.

Company Information

Company Name _____

DBA(if applicable) _____

Owner(s) _____

Registered address _____

Business address _____

Web address _____

Year established _____

Number of locations _____

Contact Information

Primary tel number _____

After hours number _____

Emergency Number _____

Primary fax number _____

Email address _____

Hours of Operation _____

Insurances

General Insurance

Insured (Name and address)

Insurer (Name and address)

Policy expiration date:

Liability Insurance

Insured (Name and address)

Insurer (Name and address)

Policy expiration date:

Amount of liability insurance:

Vehicles

Please attach a fleet list

Average age

How frequently does your company turn over vehicles:

Drivers

Number of employed drivers (do not include subcontractors)

What is the dress code for chauffeurs?

Number of security trained drivers

Level of security training ie Military, Police, Special courses

Do you have a drug or alcohol testing program? If so give details.

How are your chauffeurs screened before and during employment?

Describe your driver training program.

General Information:

What airports does your company service?

What are the standard meeting locations for each airport?

Do you provide greeters at the airport? If yes, is there an additional charge?

Does your company farm out local affiliate work?

Does your company have 24 hour reservations/dispatch?

Are all reservations confirmed via phone/email?

Do you track all arriving flights?

What flight tracking system does your company use?

What transportation software does your company use?

Do you charge for cancelled flights delays?

What is your cancellation policy?

What is the late cancel fee?

Do you charge garage to garage? If yes, what are your portal charges?

REQUIRED DOCUMENTS:

- **Certificate of Insurance with U.S. Sedan Service named as certificate holder:
U.S. Sedan Service 22800 Executive Dr. suite 130 Sterling, VA 20133**
- **Proof of worker's compensation insurance.**
- **W-9 tax form**
- **Copy of operating authority permit**
- **Complete rate schedule, including airport/greeter fees, affiliate discounts,
and early/late fees.**