



# Reservation Request



## Client Information

Order Date: \_\_\_\_\_ Referred By: \_\_\_\_\_

Ordered By: \_\_\_\_\_

GMU Department: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Website: \_\_\_\_\_

Campus:  Fairfax  Loudoun  Prince William  Mason Inn  Arlington  Other

Billing Information: Contact: \_\_\_\_\_

Direct Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Direct Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Trip Description

Vehicle Type:  Sedan  SUV  Van 14  VanTerra 12  Limo 6  Limo 8  Limo 10  Hummer  Limo Bus 25  
 Minibus 20  Minibus 25  Minibus 30  Minibus 35  Coach Bus 57

Amenities:  ADA  DVD  PA System in Bus  PA System Mobile  Cooler w/Water  Newspaper

Description of Trip: \_\_\_\_\_

Do you need Signage, and if so, describe: \_\_\_\_\_

Start Time: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Time: \_\_\_\_\_ End Date: \_\_\_\_\_ Number of Passengers: \_\_\_\_\_

### Routing Information

Time: \_\_\_\_\_ Address: \_\_\_\_\_

Time: \_\_\_\_\_ Address: \_\_\_\_\_

Time: \_\_\_\_\_ Address: \_\_\_\_\_

Time: \_\_\_\_\_ Address: \_\_\_\_\_

Time: \_\_\_\_\_ Address: \_\_\_\_\_

Time: \_\_\_\_\_ Address: \_\_\_\_\_

Other: \_\_\_\_\_

## Account Information

### Billing:

Department / Organization: \_\_\_\_\_ Org / Fund #: \_\_\_\_\_

Invoicing: Per Trip  Per Group  End of Month

Billing and Reporting Requests: By Email  By Fax

Credit Card: Yes  No

If you have checked YES, our Sales Department will call you back to acquire the credit card information.

## Submitting Instructions and GMU Information

### Reston Limousine Contact Information:

Sales/Reservations Office: (703) 478-0500 ext 1

Dispatch Office: (703) 478-0500 ext 2

GMU Reservations Contact: Dan Oh, (571) 323-2507 or ext 507, doh@restonlimo.com

GMU Contract Manager: Jimmy Grey, (571) 921-5179, jgrey@restonlimo.com

### Submitting Instructions:

Please fill out the form (all fields are set to be filled out electronically) and email to Doh@restonlimo.com or fax to (703) 478-0136, Attn: Dan. Dan will contact you to confirm the information and provide a Trip Confirmation for your records and pricing.

**Each department must submit an eVA order and include the contract number (GMU-440-09) in the description box for the reservation to be complete.**

### GMU Information:

Reston Limousine is a GMU approved vendor, therefore no additional quotes are needed. GMU receives special pricing with additional discounting depending on annual volume. Please contact the GMU Transportation Department with any questions.

Assigned RLS Contact: \_\_\_\_\_ Date Booked: \_\_\_\_\_ Trip #: \_\_\_\_\_