



Credit Card Authorization Form Instructions

Follow these steps to Prepay your reservation(s) on a credit card:

1. Make your reservations with O'Hare-Midway Limousine Service.
2. Keep a record of your confirmation numbers.
3. Completely fill out the following form.
4. Photocopy the front and back of your credit card.
5. Fax or mail both the filled out form and copy of the credit card to O'Hare-Midway.

Tips for photocopying/faxing your credit card — Make the copy on the lightest possible setting and enlarge by at least 1 1/2 times original size. When faxing, set the send resolution on your fax machine to "Photo" or "Half-Tone".

Your reservations with O'Hare-Midway Limousine will have a Payment Method of "Cash" until we receive the required information on the following form along with a legible photocopy of the front and back of your credit card and an approval authorization is obtained for the estimated trip total.

The complete amount of your trip(s) will be billed to your credit card after your trip has occurred. To insure your trips are prepaid, we suggest confirming with our reservation department that all of the appropriate information was received.

If you require receipts, please be advised that it will take approximately 7 to 10 business days from the date of travel for your receipt to be mailed or faxed to you.

The signed Credit Card Authorization Form is valid only for those trips listed on the form. If, in the future, you would like to prepay any other trips, you will need to send us a new Credit Card Authorization Form.

Cancellations/Order Changes Policy — We prefer to receive any cancellations or changes at least 24 hours in advance, but will accept them up to at least **One Hour** prior to the scheduled pickup time. If **One Hour**'s notice is not given, we will charge the minimum fare for a "no-show". Please retain the cancellation number our reservationist will give you; It is your proof of cancellation. If a change order is given for a later pickup time, and it is not received within **One Hour** of the original pickup time, waiting time charges will be incurred.



O'Hare-Midway Limousine Service[®], Inc.

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Deerfield, IL 60015
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Credit Card Authorization Form

Date _____

I, the undersigned cardholder, authorize O'Hare-Midway Limousine Service to charge my credit card for service(s) provided.

Cardholder Name (as it appears on the card): _____

Cardholder Signature: _____

Credit Card Number: _____ Expiration Date: _____

Billing Address: _____

Phone Number: _____

- No receipt needed.
- Please mail a receipt to billing address above.
- Please fax a receipt to: _____

Date of Service	Passenger Name	Confirmation Number	Gratuuity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Is a signature required? Yes No

Return this completed form along with a clear photocopy of the front and back of the signed credit card.

For Office Use Only

Approval Amount _____ Approval Code _____ Receipt Sent _____