



Credit Card Authorization Form Instructions for Recurring Transactions

Follow these steps to setup automatic billing to a credit card:

1. Make your reservations with O'Hare-Midway Limousine Service.
2. Completely fill out the following form.
3. Photocopy the front and back of your credit card.
4. 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".

All trips made under your phone number will be billed to the credit card on the authorization form, unless otherwise specified to our reservationist.

Any trips made prior to faxing this form need to be listed on the authorization form or they will have a Payment Method of "Cash". This automatic billing will not take effect until we receive the required information on the following form along with a legible photocopy of the front and back of your credit card.

The complete amount of each of your trips will be billed to your credit card after your trip has occurred. To insure correct set-up of your automatic billing, we suggest confirming with our reservation department that all of the appropriate information was received.

A statement of activity will be sent at the beginning of each month for the prior month's activity.

The signed Credit Card Authorization Form is valid only until the expiration date of the credit card.

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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Credit Card Authorization Form

Date _____

I, the undersigned cardholder, authorize O'Hare-Midway Limousine Service to charge my credit card for any and all services provided, until such time as I cancel my automatic credit card billing in writing.

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

Cardholder Signature: _____

Credit Card Number: _____ Expiration Date: _____

Billing Address: _____

Phone Number: _____

Gratuity (Choose One):

Automatically add a gratuity to all my trips in the amount of _____% or _____\$.

I will add any gratuity to the charge slip in the limousine.

Is a signature required? Yes No

Receipts (Choose One):

Please always mail receipts to billing address above.

Please always fax receipts to: _____

List any confirmation numbers for trips made prior to faxing this form that you would like billed to this credit card:

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 _____