

ORDER FORM

Reservation Office (Tel) 2216 9886 (Fax) 2753 6768 Email: limo@dchml.com.hk
 (Office hour: Monday–Saturday: 0900-1800hrs, Sunday & P.H. is closed)

CUSTOMER INFORMATION

COMPANY NAME:			
COMPANY ADDRESS:			
	CONTACT PERSON		PASSENGER
NAME:			
TEL. NO.:			
FAX NO. / EMAIL:			

TRIP DETAILS

1 ST TRIP				2 ND TRIP			
DATE (DD/ MM/ YY)	FLIGHT NO.	PICK UP TIME	NO. OF PASSENGER	DATE (DD/ MM/ YY)	FLIGHT NO.	PICK UP TIME	NO. OF PASSENGER
PICK-UP PLACE:							
STOPOVER:							
DESTINATION:							
CAR MODEL: <input type="checkbox"/> 4-seater (Benz S / Tesla Model S) <input type="checkbox"/> 6-Seater (Toyota Alphard / Toyota Vellfire / Benz V) <input type="checkbox"/> 28-seater Coach <input type="checkbox"/> 48-seater Coach <input type="checkbox"/> 60-seater Coach							
OTHER INSTRUCTION:							

FARE

AMOUNT (HK\$) Airport/Local Transfer: _____ per trip Waiting Charge/Hourly On-hire: _____ per hour (if waiting over _____ mins)	<input type="checkbox"/> Meet & Greet service at Airport + HK\$200 <input type="checkbox"/> Baby seat / child seat + HK\$200
Note: (1) 100% will be charged for cancellation within (i) 12 hrs for Local Trip (ii) 24 hrs for Cross Border MPV (iii) 3 working days for Cross Border Coach; (2) Passenger no show will be charged fully. (4) The maximum free waiting time for each transfer: (i) Arrival at airport →1 hour after flight landed (ii) Departure →15 minutes after designated pick up time (iii) Arrival at cruise terminal, railway station & pier →15 minutes after designated pick up time; After free waiting time, 50% of hourly rate will be charged for every 30 mins.(5)Amendment of pick up time and place made within 6 hours before the service will be charged additional 50% of the invoice value.	Payment Method <input type="checkbox"/> CREDIT A/C <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> VISA <input type="checkbox"/> MASTER
	<i>If payment by credit card, a payment link will be sent to you once the order is confirmed.</i>

ORDERED BY & CO. CHOP _____

DATE _____

FOR DCH USE ONLY			
LIMO TYPE: _____	ZONE _____	ORDER NO.: _____	
BANK APPROVAL CODE: _____		APPROVAL DATE: _____	
ORDER CONFIRMED BY: _____		CONFIRMED DATE: _____	
REMARKS:			