

ORDER FORM

Reservation Office (Tel) 2216 9886 (Fax) 2753 6768 Email: limo@dchml.com.hk
(Office hours: 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

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|--|--|
| 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 should be made during the office hours of our reservation office and 6 hours before the service, otherwise additional 50% of the invoice value will be charged. <i>MORE T&Cs, please refer to next page</i> | Payment Method <input type="checkbox"/> CREDIT A/C <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> VISA <input type="checkbox"/> MASTER If payment by credit card, a payment link will be sent to you once the order is confirmed. |

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: _____ | | |

DCH Limousine Services Terms & Conditions:

Airport Transfer

1. The applicable tolls charges are included.
2. **100%** of the invoice value will be charged for cancellation made **less than 12 office hours before the service**; while passenger no show will be charged fully.
3. Amendment of pick up time and place should be made during the office hours of our reservation desk and 6 hours before the service, otherwise additional 50% of the invoice value will be charged.
4. Greeting service at the Arrival Hall will be charged **HK\$200/trip**.
5. Service between 00:00 – 05:59 requires extra HK\$180/trip.
6. The maximum free waiting time for each transfer:

| | |
|--------------------|--|
| Arrival at airport | 1 hour after flight landed |
| Departure | 15 minutes after designated pick up time |

After free waiting time, 50% of hourly rate HK\$600 will be charged for every 30 mins.
7. Additional transition charge of HK\$100 will be charged for each extra stop enroute to destination (only for same district).
8. Extension for rental period is subject to car availability and prior agreement.
9. When Black Rainstorm Warning or Typhoon Signal No.8 (or above) is hoisted, DCH (Motor Leasing) Limited reserved the right to terminate the service.
10. DCH reserves the right to replace the vehicle of similar grade when necessary.
11. Reservation must be made at least one working day before the service. All reservations are subject to vehicle availability.
12. DCH reserves the right to make the final decision in case of any dispute.

Hourly On-Hire

1. The applicable tolls charges and parking fee are excluded.
2. **100%** of the invoice value will be charged for cancellation made **less than 12 office hours before the service**; while passenger no show will be charged fully.
3. Amendment of pick up time and place should be made during the office hours of our reservation desk and 6 hours before the service, otherwise additional 50% of the invoice value will be charged.
4. If routing includes to/from HK Airport requires extra HK\$400/trip.
5. Service between 00:00 – 05:59 requires extra HK\$200/hour.
6. Extension for rental period is subject to car availability and prior agreement.
7. When Black Rainstorm Warning or Typhoon Signal No.8 (or above) is hoisted, DCH (Motor Leasing) Limited reserved the right to terminate the service.
8. DCH reserves the right to replace the vehicle of similar grade when necessary.
9. Reservation must be made at least one working day before the service. All reservations are subject to vehicle availability.
10. DCH reserves the right to make the final decision in case of any dispute.

Local Transfer (Point-to-Point)

1. The applicable tolls charges and parking fees are excluded.
2. **100%** of the invoice value will be charged for cancellation made **less than 12 office hours before the service**; while passenger no show will be charged fully.
3. Amendment of pick up time and place should be made during the office hours of our reservation desk and 6 hours before the service, otherwise additional 50% of the invoice value will be charged.
4. Service between 00:00 – 05:59 requires extra HK\$180/trip.
5. The maximum free waiting time for each transfer:

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|--|--|
| Arrival at cruise terminal, railway station & pier | 15 minutes after designated pick up time |
|--|--|

After free waiting time, 50% of hourly rate HK\$600 will be charged for every 30 mins.
6. Additional transition charge of HK\$100 will be charged for each extra stop enroute to destination.
7. When Black Rainstorm Warning or Typhoon Signal No.8 (or above) is hoisted, DCH (Motor Leasing) Limited reserved the right to terminate the service.
8. DCH reserves the right to replace the vehicle of similar grade when necessary.
9. Reservation must be made at least one working day before the service. All reservations are subject to vehicle availability.
10. DCH reserves the right to make the final decision in case of any dispute.