

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"/> BENZ S Class <input type="checkbox"/> MPV <input type="checkbox"/> 28-seater Coach <input type="checkbox"/> 49-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"/> CREDIT A/C <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> VISA <input type="checkbox"/> MASTER
Note: (1) 50% will be charged for cancellation within (i) 3 hrs for Local Trip (ii) 24 hrs for Cross Border MPV (iii) 3 working days for Cross Border Coach; (2) For Local Trip, cancellation <u>within 1.5 hours</u> will be charged fully. (3) 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; <i>After free waiting time, 50% of hourly rate will be charged for every 30 mins.</i> (5) Amendment of pick up time and place made within 2 hours before the service will be charged additional 50% of the invoice value.	
If payment by credit card, a payment link will be sent to you once the order is confirmed. Please do not write the credit card details at the order form	

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: _____	