



Credit Card Authorization Form

Credit Card Holder Information:

Credit Card Holder's Name: _____
Billing Address: _____
Office: _____ **Cell:** _____ **Fax:** _____

Service Information

Date of Service: _____
Passenger(s) Name: _____
Type of Vehicle: _____
Type of Service: _____
Rate: _____ **Deposit Amount:** _____

We require a minimum of 48 hour cancellation notice prior to the pick up time in order to wave the minimum charge. Late cancellations and no shows are charged at the respective minimums. **Express Limo** does not assume responsibility for a passenger's airline flight(s) that incur incidents such as cancellation, diverted, delayed, and missed or any other incident that is beyond the control of Express Limo, and results in failure by the passenger to comply with the above policy. Please note that all service outside the Houston Metropolitan area, are subject to travel time charges, time starts when the limousine leaves the office and ends when the limousine returns to the office.

I, _____ hereby authorize **Express Limo**. To provide
(Credit Card Holder Name)
Service for _____ **as stated in this authorization form, and to**
(Passenger's Name)
Charge the services to my credit card account for the amount of \$_____. I also understand that any additional time rendered will be charged to my credit card and that all deposits are nonrefundable.

(Account Number) (Expiration Date) (CVN) (Signature) (Date)

Instructions for the Credit Card Holder:

Please complete all information above and Sign and Date the authorization form. Please place copies of the credit card and driver's license in designated areas above or on a separate page. Then scan and email the authorization form with copy of the credit card and driver's license to info@express-limo.com

**Copy of Driver's License
Please Read ***
For your safety and security, we require that you enter your card's verification number.
Visa/MasterCard/Discover - The verification number is a 3-digit number printed on the back of your card. It appears after and to the right of your card number. back
The American Express verification number is a small 4-digit number printed on the front of your card on the right hand side.

