



## **NORTH POINT TRANSPORTATION GROUP, INC.**

Mailing Address: PO Box 88128 Atlanta, GA 30356  
Toll Free: 800-865-3252 Atlanta: 678-935-5000 Fax: 678-935-5001

### **TERMS AND CONDITIONS**

#### **Billing**

- Rides are billed to the customers corporate account number or credit card. North Point accepts the following cards: American Express, Diners Club, Discover Card, MasterCard, Visa.
- These out-of-pocket charges will be itemized and the Invoice statement: Two-way tolls, Parking fees, Airport fees
- Other out-of-pocket charges may include cell phone usage.
- Applicable taxes and service charge will be charged as required.
- All rates are subject to change without notice.
- All rates are calculated in the local currency and billed In US dollars at the prevailing exchange rate.

#### **Hourly Rates**

- Sedan rates of travel in which a point-to-point rate does not exist will be billed with a 2 hours minimum, billed from the time the driver leaves the North Point Transportation Group, Atlanta facility Until the time he returns.
- Fractions of an hour are charged at a half-hour rate.

#### **Wait Time**

- A thirty (30) minute- grace period is allowed following the reported domestic night arrival time.
- A forty (40) minute- grace period is allowed following the reported international flight arrival time.
- A fifteen (15) minute- grace period is granted for all other pick-ups.
- Waiting time will be charged once the grace period has elapsed.
- North Point monitors all commercial flights and billing begins at the adjusted time of arrival.

#### **Stops**

- Stops en route are charged at \$10.00 plus wait time.
- Stops off route revert to the hourly rates as noted above.

#### **Cancellation and No Show Fees**

- Cancellation within two hours will result in a Full Charge equal to the cost of the trip plus the service fee. (Stretch Limousine, SUV, Van, & Coach Service may require up to 2 weeks of Cancellation Notice).
- A no show fee equal to the trip cost plus service fee plus applicable wait time fee will be charged when the passenger fails to show at the designated location. If you cannot locate your chauffeur, please call 800-865-3252, or 678-935-5000 to avoid a no show fee.

#### **Holidays**

- A 20% holiday surcharge; based on the fare, stop and waiting time, will be charged to all trips occurring on the holidays as listed below. \*Holiday surcharges apply to additional holidays in locations outside of the United States

New Year's Day  
President's Day  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day  
Christmas Day

#### **Events Services**

- Call 800-865-3262 or 678-935-500 0 for specialized Event Services.

I'm informed of the above terms & conditions and will advise the clients and passengers. I also agree that the credit card provided to North Point Transportation Group, Inc., will be used as a guarantee of the reservation and for no show charges.

Please Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_