**Car Service Request Form**

*Use one form per reservation or guest.* **Luxury Limousine and Transportation: 718-832-2600**

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| ***Seminar/Conference*** |
| Seminar #:  Seminar Name:  Date of Event:  Or  Conference Name: |

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| ***Traveler*** |
| Traveler’s Name:  Traveler’s Cell Phone:  (Needed so driver can contact traveler, if necessary). |

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| ***Reservation*** |
| Arrival Date:  Departure Date:  ***(Total stay length for event)*** |
| ***Pick-up*** *(From):*  Date:  Time:  Location:  *If pick-up is at an airport, provide all of the following:*  Airport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Airline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight Number: \_\_\_\_\_\_\_\_\_  Incoming Flight Departure Time:\_\_\_\_\_\_\_\_\_\_ Incoming Flight Departure City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Drop-off*** *(To)****:***    Date:  Time:  Location:  *If drop-off is at an airport, provide all of the following:*  Airport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Airline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight Number: \_\_\_\_\_\_\_\_\_  Outgoing Flight Departure Time:\_\_\_\_\_\_\_\_\_\_ Outgoing Flight Departure City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Communicate any special considerations or accommodations to The University Seminars office.**