

	COMPANY #1	COMPANY #2	COMPANY #3
Company Name			
Contact Name			
Address			
Telephone			
Website/E-Mail			

How long have you been in business?			
Do you have a business license?			
Do you have a livery sticker on the limousines? (proof of insurance)			
Belong to any national or local professional associations?			
How far in advance should I book?			
How many weddings do you book per day?			
What is your vehicle substitution policy?			
Do you own your own vehicles?			
What year, make, colors & models of limousines do you have available?			
What is your backup plan, if the car breaks down?			
What decorating can we do?			
Is there a smoking policy?			
Who will be the chauffeur? Will their personal cell phone be available in case of emergency?			
What is the dress attire of the chauffeur?			
How many people will comfortably fit in the vehicle?			
Can we eat and drink alcohol in the car?			
What type of music players are in the car? (CD, DVD, etc.)			
Is there a minimum number of hours required to book your service?			
Any discounts for Friday night or Sunday afternoon receptions?			
Are there savings for an "off season" wedding (April-Nov)?			
What extra amenities are included in the price? (champagne, sign, decorations, etc.)			
Do you offer other transportation options for guests (shuttling to/from hotel, etc.)?			

TRANSPORTATION

	COMPANY #1	COMPANY #2	COMPANY #3
Company Name			
Can I see the actual car that we will be renting?			
What if we need the car longer than anticipated, what is the overtime charge?			
For horse carriages, do you have retractable tops and windows for bad weather?			
When is the deposit & final payment due?			
Do you have a written contract?			
What is your guarantee?			
Do you have a list of packages?			
Are taxes & gratuity included in the price?			
Are there any additional fees?			
Cancellation and refund policy?			
Can you provide three references?			
What else should we know about your services?			

MY TRANSPORTATION IS: Company: _____ Contact: _____
 Address: _____ Phone: _____
 Hours: _____ Email: _____ Website: _____
 Rate: _____ Hours Rented: _____ Driver: _____ Vehicle ID#: _____

OUT-OF-TOWN GUEST ACCOMMODATIONS: Hotel: _____
 Address: _____ Phone: _____
 Email: _____ Website: _____
 Contact: _____ Rate: _____ # of Rooms Reserved: _____
 Deadline to book rooms: _____

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