



## Affiliate Application

Today's Date:

Completed by:

## Company Information

Name of Company:

Website:

Federal I.D. #:

Address:

City:

State:

Zip:

In business since:

**Please provide the name, phone number and email address for the following personnel:**

Owner/CEO:

Manager:

Affiliate Manager:

Dispatch Manager:

Billing Manager:

Toll Free :

Fax:

Reservations:

Reservation Email:



## Operations

Which software does your company use for reservations?

Do you accept ASAP or live reservations?                      YES                      NO

If your company is not 24 hours, how are reservations booked after hours? (i.e. email, special telephone#)

If your company is not 24 hours, how can your company be reached in the event that there is a problem after hours?

What is your Holiday Surcharge? Which holidays does this apply on?

What is your billing policy?

## Chauffeur Information

Please describe the standard dress code for your chauffeurs:

How do you communicate with the chauffeurs?

Do you do a background check and driving history on all of your chauffeurs?    YES                      NO



## Services

Please list the local Airports that your company primarily services:

How far in advance is a reservation dispatched?

Describe your meet and greet procedures for airport pick-ups:

## Insurance Coverage

Please provide additionally insured certificate naming Bassett International Corp.

Name Of Carrier:

Type of Coverage

- Combined Single Limit Coverage Dollar Limits \$
- Per Person\Per Incident Coverage Dollar Limits \$
- Excess Liability

Worker Compensation Insurance ( Please send certificate)



**Bassett International**  
*Chauffeured Transportation Services*

## Fleet Information

Do you own all of the vehicles in your fleet?

How often do you change the body style of your fleet?

What steps are taken to ensure vehicle cleanliness as well outside detailing?

Do you have a fuel surcharge on all vehicles? If so, what is it?

## Rates

**Please send us your rate sheets and describe your policies and charges for the following:**

How do you charge for No-Shows:

Cancellations Policy:

Wait time calculation:

Tolls:

Airport Fees & Parking:

Airport Greeter:

