

Hiring the Car Company Checklist

- Book a limousine or other transportation company by phone. Fax to confirm; include your wedding date.
- Finalize decisions as to:
 - Number of limos or cars # _____
 - Style and color of each _____
 - Additional amenities _____
 - Wedding package price \$ _____
- Request a contract and review for the following critical points:
 - Name and contact information for you and the vendor
 - Date, time, and location of pickup and drop-off points (your home, the ceremony site, the reception site, hotels, other places)
 - Type and number of limousines/cars rented
 - Amenities supplied with each
 - Exact hours cars will be hired for
 - If possible, name(s) of driver(s)
 - Total cost, including mileage and gas
 - Overtime fees
 - Deposit amount due
 - Balance and date due
 - Cancellation and refund policy
 - Company representative's signature
- Sign contract.