



# CREATE-A-TRIP REQUEST FORM

TRIP DATE: \_\_\_\_\_ DESTINATION: \_\_\_\_\_  
 NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
 COMMAND: \_\_\_\_\_ # OF PEOPLE: \_\_\_\_\_  
 PICK UP TIME: \_\_\_\_\_ PICK UP LOCATION: \_\_\_\_\_  
 RETURN TIME: \_\_\_\_\_ RETURN LOCATION: \_\_\_\_\_

**OTHER DESTINATIONS OR STOPS DURING TRIP:** This will determine the price of your trip and may not be changed once the trip is paid unless approved. Please include added stops, points of interest, etc.

\_\_\_\_\_  
 \_\_\_\_\_

IS A TOUR GUIDE NEEDED? (PLEASE CIRCLE ONE)    YES            NO

ADDITIONAL NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CUSTOMER AGREEMENT:**

Once this form is submitted, it will be reviewed by MWR and if approved, a price will be assigned. Once approved, MWR will contact you and the trip must be paid-in-full 7 days before the trip date. If trip is requested within the 7 day window, payment is due within 24 hours of being approved. Failure to pay will result in a forfeiture of priority on that date.

The base price of the trip is for transportation cost only. Entrance fees and tour guides (if needed) are in addition to the price of the transportation. Price is based on your requested locations and includes 7 hours of service starting from the time of pick up. Trips that extend past 7 hours and trips that extend past midnight will be charged an additional \$30/hour.

**CANCELLATION POLICY:**

Cancellations must be made 48 hours in advance to receive a full refund. If cancellations are not made as noted, the party will be liable for a \$100 cancellation fee.

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>For Office Use Only</b>			
Date Approved: _____	Mgr Signature: _____		
Driver: _____	Vehicle: _____	Bus: _____	Van: _____
Total Price: _____	Payment Due Date: _____		
Date Paid _____	Receipt #: _____		