



LET US PUT YOU IN THE SPOTLIGHT..

PHONE: 708.425.LIMO - FAX: 708.425.5467
 5501 W. 79TH ST. SUITE 301, BURBANK, IL 60459 - WWW.SPOTLIGHTLIMO.COM

RESERVATION FORM

Please complete credit authorization and reservation form and mail to above address or fax to 708.425.5467. We will acknowledge and send you a confirmation.

DATE:	TIME RESERVED:	REFERRED BY:
PERSON RESERVING LIMO SERVICE:	BILLING ADDRESS:	PHONE:
BRIDE'S NAME:	PHONE:	
GROOM'S NAME:	PHONE:	
CONTACT ON WEDDING DAY (planner, coordinator, relative):	CELL PHONE:	
LOCATION OF CEREMONY:	TIME OF CEREMONY:	RECEPTION LOCATION:
DETAILS OF SERVICE REQUEST:		
AFTER RECEPTION DESTINATION:	SPECIAL REQUESTS:	

*Includes Just Married sign, Red Carpet rolled out, decorations, complimentary champagne and refreshments
 **Ask about our Complete Wedding packages - Bachelor/Bachelorette Parties, Rehearsals and Sedan Services.

STANDARD CHARGES

Limousine: _____ hrs @ \$ _____ /hour = \$ _____

Extra Hours: _____ hrs @ \$ _____ /hour = \$ _____

Special Charges or Damages:.....charge \$ _____

Total Gratuity: (20% on all bookings):.....= \$ _____

Balance Due:.....= \$ _____

Special Charges or Damages:.....charge \$ _____

Pick up / Drop off Rate:.....= \$ _____

plus tax and gratuity:.....= \$ _____

Total:.....= \$ _____

Driver Comments: _____

Driver Signature: _____ **Date:** _____

Special Instructions, requests, or additions of any kind **must be in writing**. These may be mailed or faxed to Spotlight Limousine.
No verbal agreements will be considered binding.

All weddings must be guaranteed by credit card and deposit received to confirm reservations. Balance will be charged 3 weeks before wedding. In the event of cancellation, notice must be given at least 3 weeks prior to reserved wedding date to avoid the full charge.

I have reviewed and understand Spotlight Limousine's policy and agree to abide by the provisions of that policy, and I have completed a credit card authorization form.

Signature: _____ **Date:** _____

X