



8240 Rose Groves Rd. Orlando, FL 32818  
Jacksonville (904)328-1800 - Orlando (407)965-3220  
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### **FCET Affiliate Agreement**

This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between First Class Executive Transportation whose address is 8240 Rose Groves Rd, Orlando, FL 32818, (hereinafter referred to as the “Companies”), and \_\_\_\_\_ whose address is \_\_\_\_\_ (hereinafter referred to as the “National Affiliate”).

This agreement will become effective \_\_\_\_\_ and shall expire on \_\_\_\_\_. This agreement will automatically renew every year unless a new agreement has been made. The National Affiliate agrees to provide limousine and/or transportation services to clients of Companies under the following terms and conditions:

### **SERVICES**

1. National Affiliate shall confirm reservations/faxes within two (2) hours period via fax, e-mail or by phone. When confirming, affiliate will advise Companies of extra ordinary items, i.e., garage time or special pick-up procedures.
2. National Affiliate shall have driver on location fifteen (15) minutes prior to the confirmed reservation time.
3. National Affiliate shall have their driver make contact with the passengers at pick up location other than and airport.
4. National Affiliate shall have their stretch limousine stocked with ice, water and soda.
5. National Affiliate shall provide baby or toddler seat when requested.
6. National Affiliate shall maintain an acceptable standard of service. All chauffeurs shall be in uniform (dark suit, white shirt and tie) and all vehicles shall be clean and in good working condition.
7. National Affiliate shall have English speaking driver assigned to our orders.
8. National Affiliate shall be responsible for updating arriving flights either public or private before dispatching vehicle.
9. National Affiliate shall have their driver use an FCET sign with the passengers last name and first initial when doing an airport or hotel pickup.
10. National Affiliate shall honor a two (2) hour cancellation policy with no charge. Late cancellation shall be billed at a minimum.
11. National Affiliate shall notify Companies for no shows, incidents or problems as they occur immediately.
12. All client requests for additional services, other than those services originally booked through Companies, must be approved by Companies. No approval means no pay.
13. National Affiliate shall be responsible for compensating clients for inconvenience due to errors on an equitable, case by case basis.
14. National Affiliate shall provide a copy of insurance naming Companies as an additional insured.
15. National Affiliate shall provide a copy of permits or license to operate as a limousine transportation company.
16. National Affiliate shall not subcontract work for Companies clients.
17. National Affiliate shall not solicit from Companies clients.
18. National Affiliate shall not disclose any information about Companies clients.

**BILLINGS**

- 1. National Affiliate shall bill Companies at rate negotiated in the Affiliate Application.
- 2. Rates shall be valid for a period of twelve (12) months.
- 3. National Affiliate shall return request for changes no later than twenty-four (24) hours from receipt.
- 4. National Affiliate must have a purchase order, trip ticket confirmation # reference on their mailed invoice to expedite payment.

**PAYMENTS**

- 1. All payments will be made forty-five (45) days from the date we receive your submitted invoice.
- 2. Payment will be made by check or credit card.

National Affiliate shall conduct business in accordance with all laws and regulations promulgated by the state of Florida in the United States of America. In accordance with all laws regarding limousine/transportation services, including all licensing requirements.

If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

Any notices to be given hereunder by either party to the other may be affected wither by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested.

This agreement supersedes any and all agreement, either oral or written, between the parties hereto with respect to the rendering of services by National Affiliate for Companies and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. This agreement is not binding and can be terminated anytime as long as involved companies are notified in writing.

This agreement will be governed by and construed in accordance with the laws of the United States of America.

Executed @ First Class Executive Transportation, Orlando, Florida, on the date and year written above.

**Affiliate Application**

**Sub Contractor – Affiliate Application**

**Company Information**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

President / Owner: \_\_\_\_\_

Operations Manager: \_\_\_\_\_

Emergency Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Reservation Email: \_\_\_\_\_

Web Address: \_\_\_\_\_

**Fleet**

<b>Vehicle Type:</b>	<b>Average Age:</b>	<b>Number in Fleet:</b>	<b>PUDO</b>	<b>Rates</b>	
				<b>(Hourly)</b>	<b>(Day)</b>
<b>Sedans</b>					
<b>Mercedes</b>					
<b>Sport Utility</b>					
<b>Passenger Vans</b>					
<b>Luggage Van</b>					
<b>Stretch</b>					
<b>Stretch SUV</b>					
<b>Limo (Stretch)</b>					
<b>SUV's</b>					
<b>Minibuses</b>					
<b>Limo Buses</b>					
<b>Mini Coach</b>					
<b>Motor Coaches</b>					
<b>Others</b>					

Are you Vans/Buses ADA Equipped? Y / N

Do you allow smoking in your vehicles? Y / N

Where do you meet the passengers on airport pick ups?

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Do you have airport rep. service? \_\_\_\_\_ If yes, what is the rate? \$ \_\_\_\_\_

**Hour of Operation**

Is your Dispatch Available 24hour\7days? Y / N

Are you're Drivers Available 24hours\7days? Y / N

Do you have On-line Reservations? Y / N

**Drivers**

Do you perform Criminal Background Checks on Drivers? Y / N

Do you Drug Test your drivers? Y / N

Do you required Defensive Driver Training? Y / N

Any further Driver Training, Please Provide details.

**Reference:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
**FCET Affiliate Signature**

\_\_\_\_\_  
**Company Affiliate Signature**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Date:**