



Credit Card Authorization Form (CCOF) Requirements

Greetings,

We are pleased that you have decided to travel with Cowry Classic Limousine! Below you will find the requested application for direct credit card billing. Please review requirements and make sure everything is completed prior to sending back to us avoid any delays or non-approval of the CCOF request.

Please submit to INFO@COWRYLIMO.COM

- Application must be completed in detail - including billing information and contact information for card holder.
- Signature of the card holder must match card copy and is required - this is giving authorization for direct bill to their credit card. Electronic signature allowed - must match copies.
- Clear readable copies of the credit card (front and back).
- Signature verification: photo ID - required on personal credit cards and corporate card that have not been signed, Signature on documents must signature on CCOF Application or CCOF will not be approved.
- Booker/passenger **must** confirm receipt of application and its approval prior to trip date - sending CCOF does not = Approval.
- For all customers requesting Perm CCOF we require 6 months of continuous use before approving Perm CCOF. If use is for corporate Card/Account see requirement below.

COWRY CLASSIC LIMOUSINE



**CREDIT CARD TELECHARGE REQUEST
LETTER OF AUTHORIZATION**

I hereby authorize Cowry Classic Limousine to place charges for service on the credit card listed below:

Please Check One: _____ **Permanent Credit Card Charge** – Credit Card permanently on file for future use.
(Requires letter of authorization – see instruction below)
_____ **Event Credit Card Charge** – Only authorized to charge for reservation(s) listed below.

Please **circle** the appropriate credit card:

American Express Visa Master Card Discover JCB Diners Club

Credit Card # : _____ Exp Date : _____ Security Code : _____

Name as it appears on Card : _____

Cardholder Signature REQUIRED : _____
Date Signed : ____/____/____

PLEASE NOTE: SIGNATURE ABOVE MUST MATCH SIGNATURE ON THE CARD!!

Company / Individual Name: _____

Billing Address: _____

Email Address: _____

Office Phone #: _____

Cell Phone #: _____

Fax #: _____

Name of Person (s) to be transported : _____

Confirmation/Reservation# : _____

PHONE # 678 873-4442
Cowry Classic Limousine
590 West Peachtree St NW, Atlanta, GA 30308, USA
SUBMIT VIA EMAIL : INFO@COWRYLIMO.COM
ATTN: Reservations Department



Permanent CCOF Request

Requirements

To secure this billing method, please submit the following information on your company letter head authorizing Cowry Classic Limousine to bill the credit card submitted for future travel needs until card provide expires.

*Review carefully **prior** to submitting!*

Copy and paste the following statement below to your company letterhead and return with CCOF Application.

(Card holder's name and title) authorizes CCL to directly bill (card type and last 4 digits of card number - -> (example) AMEX# 1154) for all confirmed trips within the scope of Cowry Classic Limousine cancellation policy:

A charge equal to the trip cost, will be charged for any cancellation made less than 2 hours (48 hrs. for busses) before the scheduled pickup time and less than 4 hours if out-of state. Cowry Classic Limousine is not responsible for flights which are missed, or any other incident which fails to comply with the Cancellation Policy. If you have any problem locating your vehicle you must call dispatch 678-873-4442 # 1 to locate your chauffer. Failure to call will result in a full charge. Gratuities are voluntary and may be increased or decreased at the customer's discretion. Chauffer's do receive 100% of all gratuities. If you cancel a trip, you must get a cancellation number. Information contained herein is considered true and accurate unless otherwise corrected by notifying Cowry Classic Limousine.

Print Name (Cardholder)

Signature (Cardholder)

Date

****SIGNATURE MUST MATCH SIGNATURE ON CARD AND CCOF APPLICATION FOR APPROVAL****