

## Alexandria Yellow Cab Inc.

3014 Colvin Street, Alexandria, VA 22314 Phone: (703) 549-2500

## **Commercial Account Form**

We appreciate your interest in opening an account with us! Please answer the following questions and return this form back to us by email or mail.

## ACCOUNT INFORMATION Name (or Company Name) Street Number State City Zip Code **Contact Phone Number** Email CREDIT CARD INFORMATION Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Card Type \_\_\_\_\_\_ Name On Card \_\_\_\_\_ A \$1.00 charge may show up on your account for a "test charge". This will be refunded right away after it is approved. This is to ensure the card is valid. If the entire amount of your debt is not paid, you agree to pay all expenses incurred in collecting this debt, including an attorney's fee that is equal to 30% of your debt. I authorize Alexandria Yellow Cab, Inc. to charge my credit card if I fail to pay my debt in 30 days from the date of invoice. A late fee of 1.5% will be added to all invoices showing a past due balance. Past due accounts will be suspended until payment is received in full. Initial \_\_\_\_\_ Date \_\_\_\_

## **NO SHOW POLICY** If a driver is sent out to pick someone up within the City of Alexandria and no one is there, a \$10 No Show fee will be applied to your invoice; a \$20 No Show fee will be applied for pick-ups outside the city. All drivers will call the number on the reservation before leaving; they will make all attempts to contact customer to avoid this fee. Please sign and date acknowledging our No Show policy. Initial \_\_\_\_\_ Date \_\_\_\_ **SCHEDULING A RIDE** When calling in, make sure to speak with one of our call takers who are available 24 hours a day, 7 days a week, every day of the year. Make sure to tell them your account name and number. Your number will be given to you after you submit this application and the account is set up. The number is important and unique to only you. Only share your account number with those you authorize to use your account. If you do not speak with someone and tell them your account name and number, the passenger will need to pay for the trip at the end. **ONLINE RESERVATIONS** You can create trips online! Contact the accounting department to set up the ability to book trips online at www.alexandriayellowcab.com **BILLING** Around the 10<sup>th</sup> of each month, you will receive an itemized invoice each month through the email listed above. You can send a check payment to: Alexandria Yellow Cab 3014 Colvin Street Alexandria, VA 22314. If you elect to have the credit card above charge instead of paying through check, then a few days after the invoice is sent out, your card will be charged and a receipt sent to your email. Please check one: I will send payment by check through the mail Please charge my credit card listed above each month I have an invoice Signing below indicates that you accept all terms and information in this agreement.

Printed Name (if different to name on card)

Date

Signature