

RED CAR SERVICE REQUEST FORM

PLEASE COMPLETE THIS FORM AND EMAIL AT LEAST (5) FIVE BUSINESS DAYS BEFORE DATE OF SERVICE REQUEST.
2021 RATE FOR SERVICE (1) ONE WAY IS \$86.80/person AND DOES INCLUDE THE DEFAULT TIP AMOUNT OF \$10.00/way.

PLEASE COMPLETE AND EMAIL TO FSCLERK@UOGUELPH.CA FOR PROCESSING

PASSENGER INFORMATION:

FIRST NAME: _____ LAST NAME _____ TITLE: _____
(Ms./Mrs./Dr.)

CONTACT PHONE NUMBER: (____) _____ EXT. _____

Please indicate: CELL PHONE: WORK PHONE: HOME PHONE:

EMAIL: _____

Please Indicate: PICK UP ADDRESS: DROP OFF ADDRESS:

ADDRESS: _____ CITY: _____ POSTAL CODE: _____

CLOSEST MAIN INTERSECTIONS TO ADDRESS: _____

NOTES/DIRECTIONS: _____

FLIGHT INFORMATION:

Please Indicate: PICK UP ADDRESS: DROP OFF ADDRESS:

Please indicate: ARRIVAL: DEPART:

ARRIVAL/DEPART TIME: HH _____ : MM _____ (i.e. 3:30 = 15:30)

AIRLINE: _____ AIRLINE CODE: _____ FLIGHT NUMBER: _____

FLIGHT DESTINATION/ ORIGIN: _____ (Country where the flight started)

Please Indicate Flight Type: DOMESTIC: INTERNATIONAL: USA/CANADA:

NOTE: _____

AIRPORT INFORMATION:

Please Indicate: PICK UP ADDRESS: DROP OFF ADDRESS:

PEARSON INTERNATIONAL: HAMILTON INTERNATIONAL: WATERLOO INTERNATIONAL:

PAYMENT INFORMATION:

CODING: _____ - _____ - _____ - _____ - 62408 TIP AMOUNT FOR SERVICE: \$ _____

If this is a Roundtrip then you will need to complete this form for each flight.