

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Transportation Worksheet

Finding the Right Transportation Providers

Based on recommendations, meeting in bridal shows, and searching the Internet and the Yellow Pages we contacted various transportation providers.

We screened them and chose those that greeted us cordially, provided the information we requested in a timely manner, the people we spoke with were helpful but not too eager, yet followed up.

We feel that they will accommodate us well within our budget.

We also judged them by their web sites. We liked:

- ✓ The look and feel of the web site.
- ✓ That the information we were looking for was right there.
- ✓ The vehicles they have in their fleet.
- ✓ The wedding packages they offer.
- ✓ That they were helpful and neither over powering nor over selling.
- ✓ That they included clearly posted name, address, phone and Email contacts.

We plan to interview the following transportation providers:

Company Name: _____ Person in charge: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date / Time: _____

Company Name: _____ Person in charge: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date / Time: _____

Company Name: _____ Person in charge: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date / Time: _____

Tips Page

Take a copy of this page to every interview with every transportation provider. Fill in the costs. Compare prices, as well as your impression of the owner / manager. Will you be comfortable working with him/her? Be sure you interact well before you decide to hire.

Before hiring a Transportation Provider

- Take into consideration that price quotes over the phone are only guidelines.
- You must go to the vendor, see the vehicles, choose the one that is just right for your special day and secure it with an agreed upon price and a firm, written commitment from the vendor.
- Be sure to choose the vehicles that will serve your needs best.
- Take a copy of every relating worksheet to every interview.
- Review the portfolio detailing their fleet of vehicles.
- Use the worksheets to let the transportation providers know what you want.
- Ask the appropriate questions and decide whether you will be comfortable working with him/her.
- Pay attention to your impression of the staff.
- Pay special attention to the drivers and chauffeurs you may be working with.
- Be sure you interact well before you decide to hire.
- Fill in the costs then take every proposal to all interviews and compare what you get for what prices.

Get acquainted with vehicles hired for Special Events:

(Usually From Limousine Companies):*

* It will help you figure out what you need for small groups

- | | |
|----------------------|------------------|
| ✓ Luxury Sedan: | 1-4 passengers. |
| ✓ Stretch Limousine: | 1-8 passengers. |
| ✓ Stretch SUV: | 1-14 passengers. |
| ✓ Excursion: | 1-14 passengers. |
| ✓ Hummers: | 1-14 passengers. |

*You can save a lot of money if you rent any of the above and have friends drive them.

For large groups of 20 or more passengers**

- ✓ Mini Buses,
- ✓ Coaches,
- ✓ Party Busses

** May require special class license

If you have a very formal or a period theme wedding check out the availability of hiring a "Classic Car" – a "Vintage Car" From the theme era, in your geographical area.

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Transportation Provider Worksheet

Information regarding transportation for our wedding events

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Name of Transportation Provider: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Interview Date: _____ Time: _____

TIME OF DAY

Rehearsal

Morning: _____, Midday: _____, Afternoon: _____, Early Evening: _____, Late Evening: _____

Rehearsal Meal (Dinner)

Morning: _____, Midday: _____, Afternoon: _____, Early Evening: _____, Late Evening: _____

Ceremony

Morning: _____, Midday: _____, Afternoon: _____, Early Evening: _____, Late Evening: _____

Reception

Morning: _____, Midday: _____, Afternoon: _____, Early Evening: _____, Late Evening: _____

TIME OF YEAR

Fall: _____, Winter: _____, Spring: _____, Summer: _____

DAYS OF THE WEEK, DATES, LENGTHS AND LOCATIONS:

Rehearsal:

Day of week: _____, Date: _____ From: _____ to: _____ Location: _____

Rehearsal Meal (Dinner):

Day of week: _____, Date: _____ From: _____ to: _____ Location: _____

Ceremony:

Day of week: _____, Date: _____ From: _____ to: _____ Location: _____

Reception:

Day of week: _____, Date: _____ From: _____ to: _____ Location: _____

Transportation Provider Worksheet

Information regarding transportation for our wedding events

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PASSENGERS TO AND FROM:

From Locations: 1: _____ 2: _____ 3: _____

Location 1 To Rehearsal: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

Location 2 To Rehearsal: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

Location 3 To Rehearsal: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

From Rehearsal to Rehearsal Dinner: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

Others to Rehearsal Meal (Dinner): Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

From Rehearsal Meal (Dinner) to Locations: 1: _____ 2: _____ 3: _____

Rehearsal Meal to Locations 1: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

Rehearsal Meal to Locations 2: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

Rehearsal Meal to Locations 3: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

From Hotels to Ceremony: Hotel 1: _____ Hotel 2: _____ Hotel 3: _____

From Hotel 1 to Ceremony: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

From Hotel 2 to Ceremony: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

From Hotel 3 to Ceremony: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

From Ceremony to Reception: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

From Reception to Hotel 1: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

From Reception to Hotel 2: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

From Reception to Hotel 3: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

From Reception to Location 1: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

From Reception to Location 2: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

From Reception to Location 3: Number of adults: _____, Number of Kids: _____ Number in Bridal Party: _____

More detailed information follows.

Transportation Provider Worksheet

Information regarding transportation for our wedding events

VEHICLES NEEDED FOR:

Bride and: _____

From: _____ to Rehearsal Location at: (Name of venue) Vehicle: _____

From: _____ to rehearsal Meal Location at: (Name of venue) Vehicle: _____

From: _____ to Ceremony Location at: (Name of venue) Vehicle: _____

From: _____ to Reception Location at: (Name of venue) Vehicle: _____

Groom and: _____

From: _____ to Rehearsal Location at: (Name of venue) Vehicle: _____

From: _____ to rehearsal Meal Location at: (Name of venue) Vehicle: _____

From: _____ to Ceremony Location at: (Name of venue) Vehicle: _____

From: _____ to Reception Location at: (Name of venue) Vehicle: _____

Bride's family _____

From: _____ to Rehearsal Location at: (Name of venue) Vehicle: _____

From: _____ to rehearsal Meal Location at: (Name of venue) Vehicle: _____

From: _____ to Ceremony Location at: (Name of venue) Vehicle: _____

From: _____ to Reception Location at: (Name of venue) Vehicle: _____

Groom's Family _____

From: _____ to Rehearsal Location at: (Name of venue) Vehicle: _____

From: _____ to rehearsal Meal Location at: (Name of venue) Vehicle: _____

From: _____ to Ceremony Location at: (Name of venue) Vehicle: _____

From: _____ to Reception Location at: (Name of venue) Vehicle: _____

Transportation Provider Worksheet

Information regarding transportation for our wedding events

VEHICLES NEEDED FOR:

Wedding Party: Number of adults: _____, Number of Kids: _____ Special requests: _____

From: _____ to Rehearsal Location at: (Name of venue) Vehicle: _____

From: _____ to rehearsal Meal Location at: (Name of venue) Vehicle: _____

From: _____ to Ceremony Location at: (Name of venue) Vehicle: _____

From: _____ to Reception Location at: (Name of venue) Vehicle: _____

Guests staying at: _____ Number of adults: _____, Number of Kids: _____

From: _____ to Rehearsal Location at: (Name of venue) Vehicle: _____

From: _____ to rehearsal Meal Location at: (Name of venue) Vehicle: _____

From: _____ to Ceremony Location at: (Name of venue) Vehicle: _____

From: _____ to Reception Location at: (Name of venue) Vehicle: _____

Guests staying at: _____ Number of adults: _____, Number of Kids: _____

From: _____ to Rehearsal Location at: (Name of venue) Vehicle: _____

From: _____ to rehearsal Meal Location at: (Name of venue) Vehicle: _____

From: _____ to Ceremony Location at: (Name of venue) Vehicle: _____

From: _____ to Reception Location at: (Name of venue) Vehicle: _____

Guests staying at Other Locations:

Location: _____ to Rehearsal Location at: (Name of venue) Vehicle: _____

Location: _____ to rehearsal Meal Location at: (Name of venue) Vehicle: _____

Location: _____ to Ceremony Location at: (Name of venue) Vehicle: _____

Location: _____ to Reception Location at: (Name of venue) Vehicle: _____

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Transportation Provider Worksheet

Information regarding special transportation for the Bride and Groom

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Limousine Company: _____

Contact Person: _____

Address: _____

City: _____ Zip: _____ Phone: _____ Fax: _____

Web Site: _____ Email: _____

COMBINING WITH OTHER OPTIONS:

Our wedding theme is: _____

We, the bride and groom would like to be transported in:

A Classic Car / Vintage Car from the 20's _____ 30's _____ 40's _____ 50's _____ 60's _____ 70's _____

An Escalade Limousine: _____, A Hummer Limousine: _____, A Mini Bus: _____, A Tram: _____ Other: _____

We, the bride and groom would like to be transported from the ceremony to the reception in a:

Horse and Carriage / Horse and Buggy: _____ Hay Ride: _____ Other Farm equipment: _____

We would like to leave the wedding reception for our get-away in:

An Escalade Limousine: _____, A Hummer Limousine: _____, Other: _____

Motorboat: _____ Seaplane: _____, Golf Cart: _____, Ski Mobile: _____ Other: _____

Classic Car / Vintage Car from the 20's _____ 30's _____ 40's _____ 50's _____ 60's _____ 70's _____

Horse and Carriage / Horse and Buggy: _____ Hay Ride: _____ Other Farm equipment: _____

Other: _____

Non-limousine - Special transportation Company: _____

Contact Person: _____

Address: _____

City: _____ Zip: _____ Phone: _____ Fax: _____

Web Site: _____ Email: _____

Questions for the Transportation Provider - Worksheet

Questions	Transportation Provider 1	Transportation Provider 2	Transportation Provider 3	Notes
Are you available on our wedding date?				
May we have your business card, brochure and a detailed rate sheet?				
Do you have a web site?				
How long have you been in this business?				
How long have you been accommodating weddings?				
Do you do this full time _____? Or part time _____?				
What percentage of your work is with wedding?				
Can you provide us with references we may contact?				
Do you provide your own vehicles, or is another company providing the vehicles while you provide the service?				
Can we see your fleet of vehicles prior to booking?				
Do you team up or can you recommend companies to combine with our other options?				
Are you licensed with the Public Utilities Company as a limousine company?				
Do you carry general liability insurance? Proof				
Do you carry limousine insurance and proper permits? May we get or see Proof?				
Do your vehicles have GPS tracking devices?				
What happens if you back out?				
Do you have a backup plan in case of an unforeseen emergency?				
Do you have back up vehicles?				
Do you have a Guaranteed On-Time Policy?				
What is the latest date for making changes?				
Do you charge Per hour? Per package?				
Do your wedding packages include special perks?				
What is the minimum number of hours of service?				
When does the hourly rate begin and end?				
How many wedding packages do you offer?				
What is the price range?				
What do you charge for overtime?				
Do you add fuel surcharges to any trip?				
Do you offer any discounts?				
Do you offer discounts for extended hourly usage?				
Are gratuities included in the price?				
Are there taxes on limousine services?				
What additional expenses can we expect?				
How much and by when will we need to give a deposit?				
When is the final payment due?				
Do you accept checks and credit cards?				

Questions for the Transportation Provider - Worksheet

Questions	Transportation Provider 1	Transportation Provider 2	Transportation Provider 3	Notes
How many vehicles are in your fleet?				
What types of vehicles are in your fleet?				
What sizes of vehicles are in your fleet?				
How new are the vehicles in your fleet?				
How well maintained are your vehicles?				
How often do you check your vehicles for safety?				
How clean will the vehicles be when we get them?				
Do you offer music in your cars?				
Can the vehicle be decorated?				
Will your drivers leave and come back or stay and we'll be charged for the duration of the wedding?				
Are your chauffeurs classroom trained, road Tested and drug and alcohol free, to insure our safety?				
Are your chauffeurs trained to serve us in a prompt, courteous and professional manner?				
How do you evaluate your chauffeurs / Drivers?				
Are your chauffeurs licensed, insured and bonded?				
Is the chauffeurs' attire set, or can you accommodate themes and time periods garb?				
Does your contract include all of our and all of your responsibilities?				
Does it include all the rules, and regulations, exemptions and exclusions, options etc...?				
Does it include all your warranties, and guarantees?				
When do we receive the written contract, signed and dated by the Company owner / manager?				
Does your contract include a 3 days cancellation clause?				
What are your terms of cancellation after the 3 days?				
How many consultations do you provide in your package prices?				
Are gratuities included in the price?				
Are there taxes on limousine services?				
What additional expenses can we expect?				
How much and by when will we need to give a deposit?				
When is the final payment due?				
Do you accept checks and credit cards?				
How soon before the wedding will you go over the procedures with us?				
Can you accommodate us within our budget of \$ _____				
Questions for vendors of other modes of transportation				

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Impressions Following the Interviews with the Transportation Provider

On a scale of 1 – 5 (1 being the best 5 the least) they rated:

Interview results	Transportation Provider 1	Transportation Provider 2	Transportation Provider 3
Name			
Our first impression.			
They offered us their business card right away.			
They merit good references.			
They offer us what we want on our terms.			
They guarantee that once we place our order, we'll receive the services we ordered as scheduled.			
We were happy with the customer service we received.			
They will guarantee that once we reserve their service, we'll have the specific vehicle(s) we choose as our wedding transportation.			
They gave us a comprehensive tour.			
We liked the selection of vehicles in their fleet.			
They offered us a multi-vehicle discount.			
They will wear proper attire for our wedding.			
They were thoughtful and courteous.			
They were accommodating.			
They were helpful.			
They are well organized.			
They offered clarification when we asked about anything we were unsure of.			
They were patient while we took notes.			
They are a real company running a real business, full time			
Their prices are competitive			
We met some drivers and were impressed.			
We feel comfortable working with them.			
We checked out their reputation by contacting others.			
We are satisfied.			

Based on our findings, we are ready to choose.

First choice _____

Second choice _____

Third choice _____

Notes and Comments:

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Transportation Provider Contract Checklist Worksheet

Page 1 of 2

Prior to the contract we received a detailed bill for our package and we agree with it: Yes _____ No _____

We received the contract on: Date: _____ Time: _____ Location: _____

From: Full Name: _____ Title or Position in Company: _____

Contract is signed by: _____ Title or Position in Company: _____

Contract includes date: Yes _____ No _____ appropriate signature(s): Yes _____ No _____

Contract includes transportation as we requested at all the:

locations: Yes _____ No _____ dates: Yes _____ No _____ and times of day: Yes _____ No _____ we requested.

Contract includes a description and full details of the:

Number of hours we anticipate we need: Yes _____ No _____ and the fee for overtime: Yes _____ No _____

Description of the vehicle(s) we need including number of passengers each accommodates: Yes _____ No _____

Policy regarding payment refunds in case of cancellation: Yes _____ No _____ we agree: Yes _____ No _____

Contract specifies total payment due for our package: Yes _____ No _____ we agree: Yes _____ No _____

Total amount of deposit(s) Yes _____ No _____, Method of payment: Check _____ Credit card _____ Receipt _____

Amount of balance due: Yes _____ No _____ Date full payment is due: Yes _____ No _____ Overtime: Yes _____ No _____

We were given a detailed price sheet to take home and review: Yes _____ No _____ we agree: Yes _____ No _____

The contract specifies the following dates:

- ✓ Date of entering the contract Yes _____ No _____
- ✓ Dates and times of each pick up and drop off and the specifics locations: Yes _____ No _____
- ✓ Last date to add, or make changes Yes _____ No _____
- ✓ Dates payment are due as follows: Deposit by: _____ Payment in full by: _____ Overtime by: _____
- ✓ **Other:**

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Transportation Provider Contract Checklist Worksheet

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The Contract includes:

- ✓ Names of the driver(s) assigned to us, detailing their attire and responsibilities Yes _____ No _____
- ✓ All possible back-up services if needed Yes _____ No _____ we agree Yes _____ No _____
- ✓ A 3 days cancellation clause allowing us to cancel within 3 days with no penalties Yes _____ No _____
- ✓ Full cancellation policy should we cancel after 3 days Yes _____ No _____ we agree Yes _____ No _____
- ✓ Detailed guarantees and stipulations: Yes _____ No _____ we agree Yes _____ No _____
- ✓ Contract includes provisions for drivers' late arrival: Yes _____ No _____, no-show: Yes _____ No _____
- ✓ Wrong vehicle(s): Yes _____ No _____, un-satisfactory, poor performance: Yes _____ No _____
- ✓ Full cancellation policy, rebates and procedures should the transportation provider cancel:
Yes _____ No _____ we agree Yes _____ No _____
- ✓ Disclosure of guarantees that the company's vehicles are licensed and insured Yes _____ No _____
- ✓ Disclosure of guarantees that the company's staff is licensed, insured and bonded Yes _____ No _____
- ✓ Additional charges that may be incurred based on: hourly rates for overtime, travel fees, gratuity and tax,
Other possible miscellaneous charges: Yes _____ No _____
- ✓ We agree and accept this contract: Yes _____ No _____

We also would like the contract to:

We signed and dated the contract on: Date: _____ Time: _____ Location: _____

