

LIMOUSINE ORDER FORM



TOKYO MK HIRE Co.,Ltd

ORDER DATE	/ /
COMPANY NAME	
DEPARTMENT	
NAME	
PHONE NUMBER	
FAX NUMBER	

PAYMENT	CREDIT CARD or CASH
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ORDER DETAILS

PICK-UP DATE	/ /
PICK-UP TIME	: AM · PM
PASSENGER NAME	
EMERGENCY CONTACT	
TYPE OF CAR	
(PLEASE REFER TO TOKYO MK WEB SITE www.tokyomk.com)	

NUMBER OF CAR	
NUMBER OF PASSENGER	
NUMBER OF LUGGAGE	
Do you need ESD service?	Yes or No
※English Speaking Driver fee ·JPY1,000/ 1h (Haneda airport ~ Tokyo 23 wards) ·JPY3,000/ fixed within 3h (Narita airport~ Tokyo 23 wards)	

<u>PICK-UP LOCATION</u>
If pick up location would be an airport, plz fill out below Fight number: Arrival time:



<u>DROP-OFF LOCATION</u>
End of Service Time :
Final Drop-Off Location :

SPECIAL SERVICE REQUESTS/AMENDMENT DETAILS ※ If you need your driver to call you when the driver get to your pick-up location, please mentionit below with your number.

PLEASE COMPLETE THIS FORM AND **MAIL**(hire@tokyomk.com) or **FAX** (81-3-5425-7561) IT TO TOKYO MK.

FOR ANY INQUIRIES, PLEASE CALL TO MK HIRE (81-3-5547-5557).

NAME OF THE DRIVER , DRIVER'S CELLPHONE NUMBER AND THE CAR NUMBER WILL BE GIVEN TO YOU

BY MAIL or FAX IN A DAY BEFOR THE PICK-UP DATE. THANK YOU.

Cancellation Charge

- Two (2) days before the pick up date: No Charge.
- One (1) day before the pick up date: 30% of the total fare quoted.
- Six (6) hours before the pick up time: 50% of the total fare quoted.
- Within Six (6) hours from the pick up time: Total fare quoted.