



Dear Patron,

Our airport shuttle service is available for pick-up or drop-off at any UK airport. There may be additional fees charged for pick-up or drop-off to/from off-base locations. We can service any of the UK airports, rail stations, and ports and can provide you with a price quote upon request.

Pricing Structure

<u>Heathrow Airport</u>	1 passenger - \$200
	2 passengers - \$225
	Private Hire, Families, 3+ passengers - \$250
<u>Gatwick Airport</u>	1 passenger - \$220
	2 passengers - \$245
	Private Hire, Families, 3+ passengers - \$270
<u>Stansted Airport</u>	1 passenger - \$98
	2 passengers - \$123
	Private Hire, Families, 3+ passengers - \$147
<u>Luton Airport</u>	1 passenger - \$160
	2 passengers - \$185
	Private Hire, Families, 3+ passengers - \$210

Additional Fees

- Out of area pick-up/drop-off - call to ask for price
- Trailer for extra luggage - \$25

Pet Transport:

- To deliver a passenger travelling with a pet to the airport - \$25
- To pick up a passenger arriving in the UK with a pet - \$75

Your booking is not confirmed until we receive payment and signed agreement.

We require *full payment 7 days prior* to trip date. If you wish to book with us, please send a test email for security purposes (to ensure that we are receiving your correspondence) before sending credit card details. A \$25 administration fee will be charged for each canceled/amended service.

For those who plan to travel with pets: they will be transported to/from in carriers, provided by you.

To ensure a timely response we request email communication with all of the following staff members:

- David.wainwright@us.af.mil
- Jennifer.kellner@us.af.mil
- Gordon.malan@us.af.mil

PERSONAL INFORMATION

Name	Rank	Email Address
DSN Phone	Home Phone	Mobile Phone

PASSENGER INFORMATION

# of Adults	# of Children	Child Seats Needed
#/Type/Size of Luggage	#/Type/Size of Pets	Size of Pet Crates

TRIP INFORMATION

Date of Service	Airport and Terminal	Airline and Flight #
Flt Arrival/Departure Time	Pick-up time (2 hours/40 minutes)	Pick-up/Destination Address

CREDIT CARD INFORMATION

Credit Card #	Expiration Date
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AIRPORT/PRIVATE HIRE SERVICE AGREEMENT

- Child seats are required for children 3 and under. ODR can try to supply a child seat.
- The driver will wait no more than 15 minutes beyond scheduled pick up time for an airport drop off.
- ODR will not be responsible for missed flights due to road/weather conditions.
- It is the customers' responsibility to ensure all possessions are removed from the vehicle. ODR will not be held responsible for any items left in vehicle.
- Pets must remain in crates during transport. One stop may be requested for exercise break mid-way.
- *I authorize ODR to charge my credit/debit card for the full amount of \$ _____ for the Airport Shuttle Service and/or private trip.*

**I HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT AND COVER LETTER,
AND ACCEPT ALL TERMS AND CONDITIONS AS STATED.**

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

We look forward to providing you with a pleasant journey whether in- or out-bound.

Kind Regards,

RAF Mildenhall Outdoor Rec Staff