

**RoadMaster Transportation, Inc.**  
**Corporate Account Contract Agreement**

Name: \_\_\_\_\_ Purpose of Account:  Personal or  Business

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Credit Card Information (to secure account): Type (Circle): MC VISA AMEX DISCOVER

Credit Card Number: \_\_\_\_\_ Name on Card: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Preferred Method of Payment (Circle): Credit Card Check

**Terms and Conditions of Service:** *In an effort to provide our clients with excellent call response, RoadMaster Transportation requests our clients to observe the following terms and conditions.*

1. **Service Calls/ Appointments:** Service calls/Appointments shall be made no less than one (1) hour preceding the intended pickup time. RoadMaster Transportation shall not guarantee prompt pick-up for calls made less than one hour prior to the intended pick-up time. Such calls will be honored based upon availability of vehicles and upon assessing the distance between available vehicles and pick-up point.
2. **Cancellation of Service Calls:** Clients must cancel service calls no less than one (1) hour prior to scheduled pickup time in order not be charged for the service. After that period, if the driver is en-route, or has arrived at the pick-up location, the client's account will be billed for the full fare (100%).
3. **Waiting Period:** Clients will pay an additional surcharge if the client is delayed for more than fifteen (15) minutes after his/her scheduled time pick-up.
4. **Billing:** The client has the option of choosing payment by check or credit card. Invoices will be sent monthly to the billing address.
5. **Payment:** A credit card number is required to secure the account. A twenty- percent (20%) service and gratuity fee will be added to each service call. Invoices shall be paid no later than fifteen days after receipt of invoice. If account balance remains unpaid after 60 days, RoadMaster Transportation reserves the right to charge the credit card on file for the full amount of the balance due. The client agrees to pay all collection and attorney's fees related to payment of the client's account.
6. **Indemnity:** The client shall indemnify and hold harmless RoadMaster Transportation, Inc from any losses, costs, expense and damages on account of collision. RoadMaster Transportation, Inc. shall maintain a comprehensive insurance policy on all its vehicles. The liability of RoadMaster for damage to client(s) body or property shall not exceed the amount recoverable from such insurance.
7. **Late Pick-Up:** Pick-ups after 9PM will be charged an additional \$5. Pick-ups after 11PM will be charged \$15. All Airport pick-ups after 1AM will be charged an additional \$50 per hour waiting time.
8. **Weather Condition:** A snow emergency fee of 35% will be added to the base fare for bad weather conditions.

*\* This agreement shall be binding upon the parties successors and assigned personal representatives. This agreement shall be enforced under the laws of the State of Maryland.*

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RoadMaster Transportation, Inc.

\_\_\_\_\_  
Date

5020 Nicholson Court  
Kensington, MD 20895

Phone (301) 881-7200 Fax: (301-881-1912)