

The Transportation

Making an entrance in style is possible with the wide range of unique vehicles available to rent. Whether it is a trolley, horse-drawn carriage or luxurious limo, choose what suits your wedding's theme. Use this worksheet to record all of the pertinent information.

TRANSPORTATION INFORMATION	
Company name	
Contact name	Contact name (day of wedding)
Address	
Phone/cell	Cell (day of the wedding)
Email	Website
Questions to ask	
How long has the company been in business?	
Are they properly insured and fully licensed? yes no Can they provide references? yes no	
What types of vehicles are available?	
Can I ask for a specific model and or color? yes no Can I see the vehicle today (or before my wedding day?) yes no	
What is the name and year of vehicle?	
Is that preferred vehicle available on my wedding day?	
How will the chauffeur be dressed?	Does the chauffeur have a GPS? yes no
How many passengers can my preferred vehicle hold comfortably?	
Are beverages (alcohol) and snacks allowed inside the vehicle? yes no Is the vehicle air conditioned? yes no	
Does the company charge extra for longer distances? yes (\$) no	
What do they do if the vehicle breaks down?	
If renting a getaway car, can we decorate the vehicle? yes no Are there any restrictions to the decor?	
What cost-saving tips can they offer?	
Do they offer a discount if more than one vehicle is rented?	
What types of packages do they offer and what does it include?	
What is the cancellation policy?	
Rates	
Detailed breakdown (charge by hour or by package) of the total fee and contract details (the type of vehicle, size and color of vehicle, pick up and drop off information and times).	
What is their overtime fee? \$	Is the vehicle still available overtime?
Deposit \$	When is it due?
Balance \$	When is it due?