

## CAR RENTAL FORM

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In an effort to further ease your travel, we can considerably reduce your rental car paperwork on arrival at the airport by providing the following details in advance. Please complete this form and return it to the office at your earliest convenience. By doing so you will only need to present a major credit card (for any extras) and your drivers license for verification when you arrive at the airport.

GROUP NAME \_\_\_\_\_ DESTINATION \_\_\_\_\_

Full Name (as appears on licence)
Home Address – House No & Street
City
State & Zip Code
Office /Cell Phone Number
Home Phone Number
Date of Birth
Driving Licence Number
Expiry Date of Licence
Credit Card Number (extras only)
Expiry Date of Credit Card

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note – should you wish to add a second driver, he/she will also be required to show their Driver's Licence at the time of rental collection.

**On termination of your rental vehicle, we strongly advise that you collect & sign the “OFF HIRE REPORT” form before leaving the rental location. This will guarantee that no insurance claim is raised after the vehicle is returned. Where a Client does not wait in a reasonable time scale for the “OFF HIRE REPORT” form to be completed, the rental agency reserves the right to raise a Damage Excess claim where appropriate.**

**Please return this form to 3405 Piedmont Road, Suite 425, ATLANTA, GA 30305 or fax to 678-868-1526.**