



**CORPORATE ACCOUNT SETUP FORM**

**COMPANY INFORMATION:**

Legal Name of Business: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_ (if applicable)

State of Incorporation: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Ext. \_\_\_\_\_

**TERMS OF PAYMENT:**

It is agreed that payments of invoices are to be applied to credit card below:

Credit Card Type: \_\_\_\_\_ VISA \_\_\_\_\_ Master Card \_\_\_\_\_ AMEX  
\_\_\_\_\_ Discover \_\_\_\_\_ Diners

Name on Card: \_\_\_\_\_

Credit Card No. \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**NAMES OF PERSONNEL AUTHORIZED TO REQUEST SERVICE**

Full Name \_\_\_\_\_ ext. \_\_\_\_\_

Full Name \_\_\_\_\_ ext. \_\_\_\_\_

Full Name \_\_\_\_\_ ext. \_\_\_\_\_

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*(If needed, attach additional names of authorized personnel on your company letterhead)*

**TERMS AND CONDITIONS (Please review the below listed terms and conditions)**

The below listed applicant hereby agrees to and accepts the following terms and conditions:

The undersigned hereby confirms that cancellations of any reservation must be made within 2 hours of scheduled service to avoid incurring cancellation fees. Cancellations made inside of the 2 hour window will be imposed a **50%** charge of the total balance due for the particular trip.

In the event that the account remains unpaid for any reason, X-Speedia Transportation may pursue legal action and will hold applicant and/or Company liable for all legal and other related expenses, including but not limited to attorney fees, court filing fees, and any other expenses incurred in the collection process.

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AUTHORIZED SIGNATURE / TITLE

DATE