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Thank you for your interest in Z Limo Affiliate Network. In keeping up with our clients' tremendous growth and travel needs, Z Limo Worldwide is expanding affiliate network on both a nation and worldwide level. We are pleased that we may be able to partner together so that we can each manage the worldwide travel of our clients. We seek companies that are not only professional but that will represent the same outstanding service Z Limo Worldwide is known for all over the world.

To become a part of our Nationwide Affiliate Network the following requirements apply:

- 1) Z Limo requires a minimum of 1.5 Million dollars of Automobile Liability Insurance.
- 2) No job given to a vendor is to be subcontracted without prior authorization from Z Limo management.
- 3) We do not allow color vehicles other than black to work unless approved by Z Limo management.
- 4) It is the responsibility of the vendor to check all flight arrivals and adjust their dispatch time accordingly.
- 5) All airport pickups are done inside unless instructed otherwise; should you have any problems finding the passenger, please contact our dispatch center immediately.
- 6) If a driver does not make contact with a client, always call Z Limo before you release the vehicle, and wait for any further instructions.
- 7) Any service problems must be reported to Z Limo's management immediately.
- 8) Charges must be returned to Z Limo within 48 hours of the end of the jobs.
- 9) Under no circumstance is the farm out vendor to bill the client directly for services.
- 10) Cash jobs collected by the vendor will be deducted from the vendor's next payment as well as the commission on the cash collected.
- 11) Payment for service related issues would be resolved as follows:

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- a. Vendor error- payment will be adjusted at the full discretion of Z Limo customer service.
 - b. Disputes- the farm out vendor agrees to allow Z Limo’s Customer Service full billing discretion.
 - c. In the event that Z Limo is unable to collect payment due to a service issue and payment has already made to the vendor, e.g. a credit card charge back, Z Limo reserves the right to pass the partial or full charges back to the vendor.
- 12) Under no circumstances are you, (affiliate) allowed to ask our passengers for any tips or demand payment in advance, doing so, will immediately result in termination of affiliate agreement.
 - 13) Your Chauffeurs are to be courteous, helpful and always act professional. Your vehicle should be spectacularly maintained.
 - 14) Affiliate chauffeurs are required to use a Z Limo Worldwide sign for all pickups we will send these to you.
 - 15) Confidentiality is requirement; chauffeurs should engage in only casual conversation with any Z Limo clients and should not engage in any negative or potentially controversial subjects.
 - 16) Affiliate chauffeurs shall not issue any type or receipt for the trips, receipts with pricing will be sent the client by Z Limo.
 - 17) Affiliates may not solicit, in any manner, business from the clients of ZLimo.
 - 18) Chauffeurs should not ask clients for directions, jobs should be mapped out and planned prior to pick up or drop off to avoid this issue.
 - 19) Affiliates should plan on chauffeurs arriving at least 15 minutes prior to client pick up.
 - 20) Any additional stops or changes in itineraries must be communicated immediately to Z Limo.



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Z-limo Worldwide Affiliate Network Application

GENERAL INFORMATION *(Please Tab through fields and enter relevant information)*

Company Name
(Complete Legal name): _____

Additional dba's: _____

Street Address: _____

City: _____ **State/Province:** _____

ZIP/Postal Code: _____ **Country:** _____

Contact Name: _____ **Title:** _____

Contact Number: _____ **Fax Number:** _____

Emergency #: _____ **+1 800 #:** _____

Contact Email Address: _____

Website of your company: _____

Please list full names of the Company principles Below (Owner, CEO, President, etc...)

Name: _____ **Title:** _____ **Email:** _____

Name: _____ **Title:** _____ **Email:** _____

Name: _____ **Title:** _____ **Email:** _____

Name: _____ **Title:** _____ **Email:** _____

Name: _____ **Title:** _____ **Email:** _____

Name: _____ **Title:** _____ **Email:** _____

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BUSINESS INFORMATION (please tab through and insert an "X" in the after the applicable entry)

Business Structure:

Employee-Based Independent Contractor Owner-Operator

Type of Business:

Inc. LLC Partnership Sole-Proprietor Other (Specify): _____

Do you currently have interstate operating Authority? Yes No

Please list all applicable permits and licenses required to do business in your market (including US DOT, State Authority, City, county or Regional permits) and the applicable license or permit #s

License Permit Name	Permit #
US DOT	
_____	_____
_____	_____
_____	_____
_____	_____

Insurance Carrier Company: _____ Policy #: _____

Type of Insurance: _____ Amount: \$ _____

Type of Insurance: _____ Amount: \$ _____

Worker Comp: _____ Policy #: _____

Federal Tax ID: _____

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OPERATIONS INFORMATION

Do you Provide Ground Transportation Services 24/7? **Yes** **No**

If YES, what is your 24/hr Reservation phone number? _____

What are the local market/airports that you serve (i.e. IAD, DCA)? _____

Are you currently affiliated with any other ground transportation Networks? **Yes** **No**

If So, Please state here: _____

Are you member of the following National or Regional Associations?

NLA ACT MLA VLA Other (Specify): _____

Do you currently provide Ground Transportation for any of the following? **All of below**

Airport Transfers Road Show Events Weddings

Proms Package Deliveries Anniversaries Night out in Town

Other (Specify): _____

Do you charge extra for Airport Pickups? _____

Do you charge extra for Holidays, Late night or early AM Pickups? _____

What are your Cancellation Policies? _____

In what ways do you communicate with your drivers?

2-way Radio Mobile Pagers GPS Other: _____

What type of Software do you use to conduct your business?

GT3 ALEPH Limo Anywhere Livery Coach

Win Limo Corporate Car Fast Track Other: _____

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CHAUFFEUR INFORMATION

How many chauffeurs do you have that are Independent Contractors?? _____

What is the average (in years) tenure of your chauffeurs? _____

Do you conduct driver screening procedures? Yes No

If yes, please circle the following:

Type of Tests conducted			# of years covered
Criminal History	Yes	No	_____
Motor Vehicle History	Yes	No	_____
Physical Testing	Yes	No	_____
Drug & Alcohol Testing	Yes	No	_____

Do you enforce a standard dress code? _____

FLEET INFORMATION

Please provide all the vehicles you have in your fleet.

Vehicle Type	Type	Total Owned	Year
Sedans	_____	_____	_____
SUVs	_____	_____	_____
Stretch Limousines	_____	_____	_____
Vans	_____	_____	_____
Mini Buss	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____

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AFFILIATE CREDIT CARD FORM

Affiliate/Co. Name: _____

Office Phone #: _____

Office Fax #: _____

Affiliate Contact Email address: _____

Billing/Reservation Email add: _____

Type of Credit Card: VISA M/C Discover Amex Diners

Credit card Number: - - - -

Expiration Date (MM/YY): /

CSC/CVV Code:

Name on the Credit Card: _____

Credit Card Address: _____

Apt/suite: _____ **City:** _____

Zip code: _____ **State:** _____

Country: _____

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AFFILIATE APPLICATION AGREEMENT

Date: / /

This serves as an agreement between Z VIP Sedan & Limousine Services, Inc. (dba. Z-Limo Worldwide) and Company in agreement with

_____.

The above company hereby agrees to become an affiliate company of Z Limo Worldwide, providing vehicles with chauffeurs upon availability. The listed company will adhere to Z Limo's rates including corporate Fortune 500 companies discounted rates. The listed company will comply with Z Limo's policies and regulations, following all proper procedures for the acceptance and execution of transportation assignments. In **addition**, the listed affiliate company must also provide to Z Limo Worldwide proper Liability Insurance, indicating Z Limo Worldwide as an insured party. A valid copy of the affiliate company's Business and/or Operating License is required, along with a signed copy of the attached with this Affiliate Application Agreement.

Company Name: _____

Signature: _____ Date: / /

Print Name: _____

Z-Limo Worldwide

4400 Stamp Road, Suite # 314 Marlow Heights MD 20748

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info@z-limo.com

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24/7 ON-LINE RESERVATIONS

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