



AFFILIATE APPLICATION

Date: _____

Company Name: _____

DBA (If Applicable) _____

Address: _____

City: _____

State, Zip _____

E-Mail Address _____

Website _____

Federal Tax ID _____

Corporate Structure Corporation Partnership Others _____

Year Company Established _____

State Company Established _____

Operations Mgr. _____
NAME PHONE EMAIL

Dispatch Mgr. _____
NAME PHONE EMAIL

Reservations Mgr. _____
NAME PHONE EMAIL

Accounting Mgr. _____
NAME PHONE EMAIL



General Company Contact Information:

Local# _____ 800# _____

Facsimile # _____ Emergency # _____

Hours of Operation:

General Information:

What airports does your company service?

Please provide standard meeting locations for each airport?

Does your company farm out local work?

Does your company have a 24-hour reservation/dispatch department?

Are all reservations confirmed via email, phone or fax?



What livery software and flight tracking system does your company use?

What Affiliate Networks Is your company registered with?

Do you charge for canceled flights or flight delays?

What is your cancel policy?

What is the Late Cancel Fee (please include fees for wait time, no shows, stop charges)?

Fleet Information:

What color are the vehicles?

How frequently does your company turn over the vehicles in your fleet?

Do your vehicles have vanity license plates and/or company stickers or logos?



What is the oldest vehicle in your fleet? Describe the Vehicle.

Vehicle Inventory:

| Fleet: | Quantity | Year | Make/Model | Capacity |
|-------------------|-----------------|-------------|-------------------|-----------------|
| Sedans | | | | |
| 6 Passenger Limo | | | | |
| 8 Passenger Limo | | | | |
| 10 Passenger Limo | | | | |
| Van | | | | |
| Buses | | | | |
| SUV's | | | | |
| Other | | | | |

Chauffeur Information:

What are your chauffeurs required to wear?

Are your chauffeurs provided with the clients' complete itinerary?

How do your dispatchers communicate with your chauffeurs?



How are the chauffeurs screened before and during employment (drug screening, criminal background checks, etc.)?

What type of training do you provide to your chauffeurs?

How is your chauffeurs pay calculated?

Affiliate Rates:

Please attach current rate sheet for airports serviced and hourly service.

Additional Charges:

Please attach current rate sheet for airports serviced.

Airport Tax: _____% Parking: _____

Tolls: _____ Fuel Surcharge: _____

Discounts: _____ Mileage Tariff: _____

Please list all other additional charges:



29330 S. Wixom Rd / Wixom, MI 48393
Tel: 248-246-2112 Fax: 866-376-8106 Toll Free: 877-443-4333
Info@bluediamondlimomi.com www.bluediamondlimomi.com

CREDIT CARD AUTHORIZATION FORM

Name: _____

Address: _____

City, State Zip: _____

Phone # _____

Fax # _____

Email _____

CREDIT CARD INFORMATION

Circle One: American Express Diners Club Visa MasterCard Discover

Credit Card # _____ Exp. Date _____ Security Code _____

The undersigned cardholder hereby authorizes Blue Diamond Limousine & Luxury Transportation, Inc. to charge the above described credit card account the total amount for services rendered, plus a chauffeur gratuity and all additional fees, for all services ordered by the cardholder and/or the passenger(s) for whom transportation is being furnished, and that the undersigned will, in good faith, make good on the stated charges. All Deposits are Non-Refundable.

Signature _____ Date _____

Printed Name of Cardholder _____

(As it appears on the credit card)

Billing Address on Card _____

City State Zip _____

DL Number _____ State of Issue _____

THIS AUTHORIZATION IS NOT ACCEPTABLE without a CLEAR AND LEGIBLE copy of the front and back of the credit card and Driver's License.

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

| | | |
|---|--|--|
| Print or type See Specific Instructions on page 2. | Name (as shown on your income tax return) | |
| | Business name/disregarded entity name, if different from above | |
| | Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ | Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ |
| | Address (number, street, and apt. or suite no.) | Requester's name and address (optional) |
| | City, state, and ZIP code | |
| List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

| | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|
| Social security number | | | | | | | | | |
| | | | | | | | | | |

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

| | | | | | | | | | |
|--------------------------------|--|--|--|--|--|--|--|--|--|
| Employer identification number | | | | | | | | | |
| | | | | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.