



**VITESSE**WORLDWIDE



## **Affiliate Application**

### **Company Information:**

Company Name  
(Full legal name): \_\_\_\_\_

Does your firm have a dba?      Yes \_\_\_      No \_\_\_

If so, please list the other names : \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Alternate Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Company Principles:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Type:

Owner/Operator \_\_\_\_\_ Employee Based \_\_\_\_\_ Both \_\_\_\_\_ \

Are you a member of NLA? Yes \_\_\_ No \_\_\_

**Operations Information:**

Do you provide chauffeured ground transportation 24/7? Yes \_\_\_\_\_ No \_\_\_\_\_

What is your 24/hour telephone number? \_\_\_\_\_

What is your reservations email address? \_\_\_\_\_

Which areas do you provide coverage? \_\_\_\_\_

Which airports does your firm serve? \_\_\_\_\_

Please list the operating licenses/permits that are held by your firm (US DOT, Country, State, City, County and Regional)

Authority Name	License/Permit #
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do you provide 24 hour reservation capability? Yes \_\_\_\_\_ No \_\_\_\_\_

Which operating ground transportation software do you utilize? \_\_\_\_\_

Do you have the capability to automatically send us status updates? \_\_\_\_\_

How should we send our reservations?

Fax \_\_\_\_\_ E-mail \_\_\_\_\_ Internet \_\_\_\_\_ Odyssey/Transponet \_\_\_\_\_

What is your Affiliate Connect ID #? \_\_\_\_\_

How do you communicate with your drivers? \_\_\_\_\_

Do you monitor flights? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe procedures: \_\_\_\_\_

Where does the chauffeur meet passengers for airport pick-ups?

Domestic Flights: \_\_\_\_\_

International Flights: \_\_\_\_\_

**Employee Information:**

Do you perform a pre-employment screening on your employees? Yes \_\_\_\_\_ No \_\_\_\_\_

What areas do you check? How many years do you check?

Criminal History \_\_\_\_\_ # of years \_\_\_\_\_

Motor Vehicle History \_\_\_\_\_ # of years \_\_\_\_\_

DMV History \_\_\_\_\_ # of years \_\_\_\_\_

Do you perform a pre-employment drug screening on your employees? Yes \_\_\_\_\_ No \_\_\_\_\_

Are any of your drivers owner/operators? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, how many? \_\_\_\_\_

Are any of your chauffeurs under 25 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, how many? \_\_\_\_\_

What is the average number of years all chauffeurs have been employed by your firm? \_\_\_\_\_

Are your chauffeurs required to attend training courses? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please list the courses?

Course	Length of Course
_____	_____
_____	_____
_____	_____

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**Fleet Information:**

What is the total number of vehicles in your fleet? \_\_\_\_\_

What types of vehicles are in your fleet? How many of each type do you have?

Sedans                    \_\_\_\_\_                    # \_\_\_\_\_

Limousines            \_\_\_\_\_                    # \_\_\_\_\_

SUV's                    \_\_\_\_\_                    # \_\_\_\_\_

Vans                    \_\_\_\_\_                    # \_\_\_\_\_

Mini Buses            \_\_\_\_\_                    # \_\_\_\_\_

Motor Coaches        \_\_\_\_\_                    # \_\_\_\_\_

Please provide detailed information on the make, model, and age of the vehicles in your fleet.

Manufacturer	Model	Year	Color	Seating

**Billing Information:**

What is your cancellation policy?

Sedans: \_\_\_\_\_

Limousines: \_\_\_\_\_

SUVs: \_\_\_\_\_

Vans: \_\_\_\_\_

Mini-Coaches: \_\_\_\_\_

Coaches: \_\_\_\_\_

What constitutes a stop? \_\_\_\_\_

Specify how you charge for stops? \_\_\_\_\_

How much complimentary wait time do you offer on pick-ups?

Airport: Domestic: \_\_\_\_\_ International: \_\_\_\_\_ Non-Airport: \_\_\_\_\_

What is your wait time policy? \_\_\_\_\_

\_\_\_\_\_

What is your affiliate discount rate? \_\_\_\_\_

**\*\*Please submit a copy of your company's affiliate rates\*\***

Do you charge any extra fees, i.e. night fee, airport fee, surcharge, tax, etc? If so, please specify: \_\_\_\_\_

\_\_\_\_\_

Do you charge extra for chauffeurs to greet passengers inside the airport terminal: If so, please describe: \_\_\_\_\_

\_\_\_\_\_

**Additional Information:**

In order to complete the application process, please fax or mail the following documents to:

**Fax: (203) 353-9709**

**Email: [clientservices@vitesseworldwide.com](mailto:clientservices@vitesseworldwide.com)**

An ACORD insurance certificate naming Vitesse Worldwide as an additional insured:

Vitesse Worldwide Chauffeured Services, Inc.  
25 Crescent Street, Suite 100  
Stamford, CT 06906.

# **Vitesse Worldwide Standard Requirements:**

## **Vehicle and Chauffeur Requirements:**

- All chauffeurs will present themselves in a dark suit with black polished shoes.
- Chauffeurs will represent themselves as an extension of the Vitesse Worldwide  
Chauffeurs will refrain from promoting themselves or their primary company
- Chauffeurs will use the Vitesse Worldwide provided signage
- Chauffeurs will direct client questions to Vitesse Worldwide Telephone# (800) 633-3373
- Chauffeurs will refrain from smoking, eating, or use of any mobile devices in the vehicles and in the presence of the passengers
- Provide a fully trained and properly licensed chauffeur
- Provide an impeccably maintained and serviced late model vehicle of the exact type requested
- Companies must maintain a minimum of 1.5 million (USD) insurance coverage

## **Service Requirements:**

- No job should be subcontracted without authorization from Vitesse Worldwide
- Companies are to provide service in accordance with Vitesse Worldwide reservation confirmation
- Reservations are to be confirmed within 2 hours of receipt
- Companies are required to provide phone access to dispatch 24 hours a day
- It is the affiliate's responsibility to check all flight arrivals and adjust their dispatch time accordingly
- All airport pickups are performed as a meet & greet service inside terminal unless otherwise instructed.

## **Communication Requirements:**

- Affiliates **must** notify Vitesse Worldwide of trip status: Driver assigned with cell phone number 8hrs. prior to trip, Driver en route, Driver on location, Passenger on board and Trip Over. Information may be called in or emailed to [dispatch@vitesseworldwide.com](mailto:dispatch@vitesseworldwide.com)
- If you do not make contact with our passenger please contact us immediately; do not release the vehicle without authorization from Vitesse Worldwide
- Do not contact a Vitesse Worldwide passenger directly
- Any service issues, accidents must be reported to Vitesse Worldwide Management immediately
- Under no circumstances, should a Vitesse Worldwide passenger be billed by you (the affiliate)
- No receipts should be given to our passengers
- Affiliates **must** provide final details and charges rendered to Vitesse Worldwide ASAP  
If we do not receive a copy of your final charges within two business days of the reservation, we cannot ensure full payment. Please email invoices to:  
[accounting@vitesseworldwide.com](mailto:accounting@vitesseworldwide.com)

- Affiliates **must** be on site 15 minutes prior to scheduled pick up time
- Any additions or changes in itineraries must be communicated immediately to Vitesse Worldwide
- If a chauffeured is asked: “Is tip included?” They must respond “Yes” NEVER ask for tip
- Confidentiality is a requirement. Chauffeurs should engage in only casual conversation with the client, and should refrain from engaging in any negative or potentially controversial subjects.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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