



## Clark University Transportation Request

Please complete this Transportation Request Form and email to

[ljemilo@valetparkofamerica.com](mailto:ljemilo@valetparkofamerica.com)



\*\*\*All transportation requests require 2 weeks' notice. To ensure availability please book as soon as possible. We will try to accommodate any requests made.

Dept. Requesting \_\_\_\_\_ Contact Name \_\_\_\_\_

Phone # \_\_\_\_\_ Ext. # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

Date(s) of Requested Service (M/D/Y) \_\_\_\_\_ # of Travelers \_\_\_\_\_ Overnight Yes / No

<b>(1) Pickup Location:</b>	<b>(3) Time of Return from drop-off location:</b>
Address:	
Pickup Time:	
<b>(2) Drop-off Location:</b>	<b>(4) Drop off Time from pickup location:</b>
Address:	

**Special Instructions or Additional Locations:** Please be specific – use separate sheet if necessary

\_\_\_\_\_  
\_\_\_\_\_

**VPA use only** (cost will include travel time to/from homebase for all requests)

Vehicle Size (14-passenger and/or 25-passenger) \_\_\_\_\_

Cost of Service \_\_\_\_\_

Please note a three-hour minimum will be apply to all reservations. This begins upon leaving the terminal and runs until the vehicle is returned to the terminal. Transportation cancellation with less than 72 hours' notice, a 3-hour minimum charge will apply, per vehicle. Cancellations due to extreme weather will not be charged a cancellation fee.

### Payment options:

☐ Credit Card (see form attached to email)

☐ Clark University PO (please attach P.O. to reserve service)

Payment due within 30 days of the invoice date

If you need assistance, please contact Valet Park of America, Events Department

413-827-8916 ext. 404