

**From:** Lesley Groff <[REDACTED]>  
**To:** "[REDACTED]" <[REDACTED]>  
**Cc:** Bebe Avdiu <[REDACTED]>  
**Subject:** Re: Confirmation Receipt for Reservation# 644748  
**Date:** Sat, 21 Feb 2015 14:02:43 +0000

Hi Tracy...Can you please take me OFF of Darren Indyke's reservation confirmation list and add on his NEW ASSISTANT Bebe who is cc'd on this email. Thank you!, Lesley

On Feb 20, 2015, at 4:13 PM, <[REDACTED]> <[REDACTED]> wrote:

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<b>My Limousine Service</b> 235 Route 10 East Hanover, NJ 07936 Phone: 973-887-1122 Fax: 973-428-3759 Email: [REDACTED] Web: [REDACTED]													
<b>Reservation Confirmation</b> ARRIVAL													
<b>Pickup Date:</b> 02/20/15 Friday <b>Res#:</b> [REDACTED]	<b>Pickup Time:</b> 09:30PM <b>Start Time:</b>												
<b>Drop:</b> <b>End:</b>	<b>Pax#:</b> 5 <b>Veh Type:</b> SUV												
<b>Chauf.:</b> <b>Veh. #:</b>													
<b>Passenger:</b> INDYKE, DARREN <b>Caller:</b> MRS. INDYKE <b>Account:</b> PVTRIDE-PRIVATE RESERVATION	<b>Pickup Phone:</b> -- [REDACTED] <b>Caller#:</b> [REDACTED] <b>Paid By:</b> Credit Card - AX												
<b>Pickup Address:</b> <b>Airport:</b> NEWARK AIRPORT <b>Airline:</b> UA - United Airlines <b>Flight#:</b> 1122 ETA: 09:30PM <b>Origin Info:</b> PBI - WEST PALM BEACH, FL <b>Airport Landmark:</b> EWR - BAGGAGE <b>Pickup Point:</b> DRIVER MEET & GREET INSIDE <b>Pickup Directions:</b> MEET AND GREET PROCEDURE: YOUR CHAUFFEUR WILL BE HOLDING A BLUE SIGN DISPLAYING THE PASSENGER'S NAME. *FOR DOMESTIC ARRIVALS*: DRIVER GREETES AT ENTRANCE TO BAGGAGE CLAIM *FOR INTERNATIONAL ARRIVALS*: DRIVER GREETES AT CUSTOMS EXIT. *MINI BUS AND MOTOR COACHES MUST BE MET CURBSIDE* - CALL DISPATCHER 1-800-624-6112 EXT 62 TO ARRANGE CURBSIDE PICK UP. IF YOU DO NOT SEE YOUR CHAUFFEUR, PLEASE CALL 800-624-6112 X 62 OR 973-887-1122 X 62	<b>Dropoff Address:</b> <b>Street#/Name:</b> 2 KEAN COURT <b>Apt#/Room#:</b> <b>Dropoff Point:</b> <b>Address Line2:</b> <b>Cross Streets:</b> <b>City:</b> LIVINGSTON, NJ 07039 <b>Dropoff Directions:</b>												
<b>Special Instructions:</b>													
	<table style="width: 100%;"> <tr> <td><b>Flat Rate</b></td> <td style="text-align: right;">\$105.00</td> </tr> <tr> <td><b>Wait Time</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Tolls</b></td> <td style="text-align: right;">\$2.65</td> </tr> <tr> <td><b>Parking</b></td> <td style="text-align: right;">\$11.00</td> </tr> <tr> <td><b>Gratuity</b></td> <td style="text-align: right;">\$15.75</td> </tr> <tr> <td><b>Sub Total</b></td> <td style="text-align: right;">\$134.40</td> </tr> </table>	<b>Flat Rate</b>	\$105.00	<b>Wait Time</b>	\$0.00	<b>Tolls</b>	\$2.65	<b>Parking</b>	\$11.00	<b>Gratuity</b>	\$15.75	<b>Sub Total</b>	\$134.40
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<b>Sub Total</b>	\$134.40												

<b>Taxes</b>	\$8.52
<b>Acct. Service Chg.</b>	\$3.00
<b>Amount Due</b>	\$145.92

**Terms & Conditions:**

CREDIT CARD PAYMENT: Cardholder acknowledges receipt of services in the amount of the total shown here on and agrees to perform the obligations set forth in the cardholder's agreement with the issuer. Card member accepts full responsibility for vehicle interior damage or any special cleaning necessary and hereby authorizes My Limousine Service to adjust the total shown here on to reflect these changes. APPROPRIATE BEHAVIOR: Behavior deemed by the chauffeur to be illegal or perilous will result in immediate termination of the trip and full payment will be due. CANCELLATION: A cancellation fee equal to the total trip cost will be charged for any cancellation that is made less than two hours before the scheduled pick-up time for domestic reservations. International reservations require 24 hour notice of cancellation. This applies to (Sedans, Vans, SUVs, and Stretch Limousines). All Mini Bus and Motor coach reservations require 24 hour notice for cancellation. Cancellations must be made by phone. Faxes and emails will not be accepted. My Limousine Service is not responsible for passenger flights which are missed, canceled, diverted, and delayed or any incident that results in failure to comply with the required cancellation policy. In these instances My Limousine Service will exact its best efforts to fulfill our client's needs, subject to "Wait Time" fees/"Late Cancellation" fees/ re-bookings, without detriment to other reserved clients. NO SHOW: A fee equal to the trip cost plus applicable "wait time" charges, tolls, and parking will be charged when the passenger fails to show (or make contact) at the designated time/location for which a reservation was made. "WAIT TIME": After an initial fifteen minute "grace period", passengers unprepared to depart at the scheduled pick-up time will be charged at the hourly rate for the vehicle. Charges will be assessed in fifteen minute increments. Domestic Airport and train arrivals (except for private planes) are exempt from this policy. International Arrivals after a one hour grace period, are subject to wait time fees of the hourly rate of the vehicle booked. STOPS: Passengers requesting to stop during a "flat rate" trip will be assessed a "Stop Charge" The charge will be assessed if the stop meets one or both of the following criteria: 1) the chauffeur has to deviate a mile or more (total) from the route; and/or, 2) the total time associated with the stop is ten minutes or more. TOLLS: "Flat rate" trips are charged a standard toll for that zone. Hourly trips will be billed for the standard toll charges. PARKING: "Flat rate" trips are charged a standard parking charge for that pick up location. LOST ITEMS: My Limousine Service is not responsible for items left in the vehicle. THIS IS NOT A RECEIPT, but an estimate of charges for the proposed trip. The passenger will be responsible for payment of the final charges which may be higher or lower than the amount estimated above. NO CHANGES OR CANCELLATIONS WILL BE ACCEPTED BY EMAIL