

Automotive Service Systems, Inc.
REVISED ORDER ... by Marie ... Mar 21, 2005 ... 12:28 PM

Order Number	Date of Service	Type of Vehicle	Passengers	Account Name
93704	Wednesday Mar-23-05	Sedan	1	Corporate Credit Card
Passenger(s)	Ms. Marie James			Instructions Of
Scheduled P/U Time	01:00 PM			Recharge To
Pick Up	605 1st Avenue			
Special Instructions				Date Ordered: 3/21/2005
				Time Ordered: 11:30 AM
				Ordered By: Marie
				Phone: (212)-222-2000
Service	LaGuardia American			

Please review this confirmation carefully and contact us at (212) 966-6400 if there are any discrepancies. Due to the zero tolerance traffic control pressure in Manhattan and increased security at all airports, it is required that the client contact our office if they do not see their driver. All our drivers have cell phones and pagers and can be reached immediately. Thank you for your consideration and understanding. When cancelling a reservation, please be sure to get a cancellation number.

Please be advised that failure to contact our office will result in a "No Show" charge.

SEDAN CANCELLATION POLICY

<u>Pickup Location</u>	<u>Cancellation Time</u>	<u>Cancellation Charge</u>
Manhattan	At least 1 hour prior to pickup time	1 hour charge
Airport	At least 1½ hours prior to arrival time	Full charge
Out of Town	At least 2 hours prior to pickup time	Full charge

SPECIALTY EQUIPMENT CANCELLATION POLICY - 48 HOUR NOTICE

Automotive Service Systems, Inc.
REVISED ORDER ... by Marie ... Mar 21, 2005 ... 12:27 PM

Order Number	Date of Service	Type of Vehicle	Passengers	Account Name
93703	Wednesday Mar-23-05	Sedan	1	Corporate Credit Card
Passenger(s)	Ms. Marie James			Instructions Of
Scheduled P/U Time	09:01 AM			Recharge To
Pick Up	LaGuardia American #398 Chicago			
Special Instructions				Date Ordered: 3/21/2005
				Time Ordered: 11:30 AM
				Ordered By: Marie
				Phone: (212)-222-2000
Service	605 1st Avenue			

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