

## TRANSPORTATION QUOTE/ORDER FORM

To receive a quote for your bus transportation request, please complete Sections 1 and 2 below and then e-mail this to ICS at **Orders@nyics.org**. ICS will secure price quotes for you (Section 3) and return the form to your. (**NOTE:** You may TYPE directly on to this form and save the file as a document before emailing it back to Orders@nyics.org).

**Section 1:**

**ORGANIZATION:** \_\_\_\_\_

**DATE OF TRIP:** \_\_\_\_\_ **RETURN DATE:** \_\_\_\_\_

**INITIAL PICK UP ADDRESS:** \_\_\_\_\_ **Time of Pickup:** \_\_\_\_\_

**DESTINATION ADDRESS:** \_\_\_\_\_

**RETURN ADDRESS:** \_\_\_\_\_ **Start Back Time:** \_\_\_\_\_

IF THERE ARE MULTIPLE STOPS FOR THIS TRIP, CONTACT OUR CUSTOMER CARE GROUP AT 646-794-2600.

**Section 2: TRIP DETAILS**

**REQUESTED VEHICLE:** **CHARTER BUS** **SCHOOL BUS**

**TOTAL NUMBER OF BUSES:** \_\_\_\_\_ **NUMBER OF PASSENGERS:** \_\_\_\_\_

**TEL NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**CONTACT E-MAIL:** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

(Please print)

**Section 3: ICS use only**

Please indicate that you accept the quote by checking the "select quote box (to the right) and by signing the form at the bottom. Once completed, please scan back to ICS at Orders@nyics.org and we will promptly process your order.

select quote

|       |                      |         |            |
|-------|----------------------|---------|------------|
| _____ | <b>PRICE QUOTED:</b> | _____   | _____      |
|       |                      | per bus | # of Buses |
|       |                      |         | Total Cost |
| _____ | <b>PRICE QUOTED:</b> | _____   | _____      |
|       |                      | per bus | # of Buses |
|       |                      |         | Total Cost |
| _____ | <b>PRICE QUOTED:</b> | _____   | _____      |
|       |                      | per bus | # of Buses |
|       |                      |         | Total Cost |

**CHECK BOOKING AGENT:**

Tel: 646-794-2600

Email: [Orders@nyics.org](mailto:Orders@nyics.org)

**CUSTOMER CONFIRMATION OF ORDER:**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_