

TRANSPORTATION QUOTE/ORDER FORM

To receive a quote for your bus transportation request, please complete Sections 1 and 2 below and e-mail this to ICS at Orders@nyics.org. ICS will secure price quotes (Section 3) and return the form to you.

(NOTE: You may TYPE directly on to this form, save the file as a document before emailing it back to ICS)

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

Section 1:

ORGANIZATION: _____

DATE OF TRIP: _____ **RETURN DATE:** _____

INITIAL PICK UP ADDRESS: _____ **Time of Pickup:** _____

NAME OF DESTINATION: _____

ADDRESS OF DESTINATION: _____

RETURN ADDRESS: _____ **Start Back Time:** _____

***Does the location have a parking fee?** Yes No

Section 2: TRIP DETAILS

REQUESTED VEHICLE: CHARTER BUS SCHOOL BUS

TOTAL NUMBER OF BUSES: _____ **NUMBER OF PASSENGERS:** _____

REQUESTED BY: _____ **TEL#:** _____
(Please print)

NAME OF CONTACT FOR DAY OF TRIP: _____

EMAIL: _____ **CELL #:** _____

Section 3: QUOTE ICS use only

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

select quote

_____ PRICE QUOTED:	_____ per bus	_____ # of Buses	_____ Total Cost
_____ PRICE QUOTED:	_____ per bus	_____ # of Buses	_____ Total Cost

***If yes for parking fee, the customer is responsible to pay this fee in cash the day of the trip to the driver.**

CUSTOMER CONFIRMATION OF ORDER:

SIGNED: _____ **DATE:** _____

TITLE: _____