



# SUBCONTRACTOR AGREEMENT

Phone: (877) 448-2121 | Fax: (877) 448-2272 | info@opexlimo.com

This contract is between \_\_\_\_\_ (SUBCONTRACTOR) and Opex Limousine. This contract is valid until either company revokes this contract in written form.

## 1. Obligations of Opex Limousine.

- a. Opex Limousine agrees to provide trip information to the SUBCONTRACTOR in legible format by the means specified by the SUBCONTRACTOR below.

EMAIL

FAX

PHONE

Please specify EMAIL, FAX or PHONE \_\_\_\_\_

- b. Opex Limousine agrees to provide payment to the SUBCONTRACTOR for performed services by means of Credit Card payment. Payment due date will be as arranged by both the SUBCONTRACTOR and Opex Limousine.
- c. Opex Limousine agrees to inform SUBCONTRACTOR of any changes to the service or requests made by the customer in a timely manner.
- d. Opex Limousine agrees to provide any documentation requested by the SUBCONTRACTOR in a timely manner.

OPEX LIMOUSINE AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUBCONTRACTOR INITIALS \_\_\_\_\_

**2. Obligations of SUBCONTRACTOR**

- a. SUBCONTRACTOR agrees to perform the service in a timely manner as specified in the trip information
- b. SUBCONTRACTOR agrees to have driver in business attire (including suit and tie).
- c. SUBCONTRACTOR agrees to not collect any payments from the passenger and not to talk to the passenger about rates or charges. In case of billing questions SUBCONTRACTOR should refer passenger to billing department that can be reached at (877) 448-2121. In case tips are given driver should let the customer know that tips are already included in the total bill, and accept tips only if customer repeatedly offers tips.
- d. SUBCONTRACTOR agrees to hand Opex Limousine business cards to the passenger at the end of each trip, and to notify Opex Limousine immediately if in need of more business cards.
- e. SUBCONTRACTOR agrees to provide confirmation number to the subcontractor for the reservation in a timely manner.
- f. SUBCONTRACTOR agrees to perform the following for AIRPORT service:
  - i. Meet and greet at the baggage claim for airport pickup at the time specified on the trip information. Driver should hold a sign with Passenger Last name and "Opex Limousine".
  - ii. Complimentary bottle of water per each passenger.
  - iii. Vehicle cannot be more than 5 years old.
- g. SUBCONTRACTOR agrees to perform the following for LIMOUSINE & PARTY BUS service:
  - i. Complimentary water, napkins and glasses for all passengers.
  - ii. Complete itinerary for the trip and use of GPS system by the driver for worry free experience of the passengers, unless otherwise specified in the trip information.

In case any of the above terms are not met Opex Limousine reserves the right to discontinue any future contracts with SUBCONTRACTOR and/or request a discount for performed service that did not meet requirements above and/or refuse payment for performed service that did not meet requirements above.

**SUBCONTRACTOR COMPANY NAME (print)** \_\_\_\_\_

**SUBCONTRACTOR AUTHORIZED PERSON (print)** \_\_\_\_\_

**SUBCONTRACTOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_