

KADENA ITT AIRPORT TRANSPORTATION REQUEST FORM

Airport Drop Off
 Airport Pick Up

CUSTOMER INFORMATION

Today's Date : _____ Cell Phone : _____
Name : _____ Email : _____

ONE-WAY PRICE

\$70 - 10 passenger van from/to Kadena Air Base Rates start from \$105 - 10 passenger van from/to off-base
 \$125 - 45 passenger bus from/to Kadena Air Base Rates start from \$165 - 45 passenger bus from/to off-base

FLIGHT INFORMATION

FLIGHT DATE : _____ Departure or Arrival Time : _____
Flight # : _____ Airline : _____
of Passengers : _____ # of Checked Bags : _____
Pets : _____ Kennel Dimensions : _____

PICK UP/DROP OFF LOCATION

Date : _____ Time : _____

ITT Shogun Inn Bldg # _____ Navy Gateway Bldg # _____
 Other Kadena Air Base Bldg # _____ Off-Base Address : _____

Conditions

- We will make our best efforts to contact you within three (3) business days after receiving the request.
- Requests are not guaranteed and must be submitted seven (7) days in advance in order to be considered favorably for approval.
- Drivers are not authorized unscheduled stops.
- Full payment is due three (3) days after transport confirmation from ITT.
- Reservations will automatically cancel after the payment deadline if payment has not been received.
- Cancellations must be made at least two (2) business days prior to the reservation for a full refund.
- \$30 no show fee will be charged if you do not inform ITT of flight time changes or delays at least 12 hours prior to transport time.
- Please be advised we may not be able to accommodate transportation for flight delays or changes.
- Pets must remain in the kennel, while in the van. Van luggage space is H 61 x W 36 x L 72 for 10 passenger van.
- The undersigned customer will be held responsible for the conduct of all participants and any damage to the vehicle as a result of customer misuse.
- Pick up from Naha Airport will need communication access in order to contact our drivers.

Sign at time of request submission.

I, _____ (print name), agree to the terms and conditions above.

Customer Signature: _____ Date: _____

Payment Deadline : _____

ITT OFFICIAL USE ONLY:

Request accepted by: _____ Approved date: _____ Driver: _____ Payment Date: _____ Receipt #: _____ Confirmed in Binder: Yes / No