

M & J BUS, INC. TRANSPORTATION REQUEST FORM

Please use this form to request bus quotations. All orders being paid by Westbrook Public Schools must be accompanied by a purchase order or the name of the person ordering the bus. Please fill in the information below, on this form, and fax it to Michelle in our Old Saybrook office at 860-395-4434

PLEASE DO NOT SIGN THE FORM UNTIL YOU OFFICIALLY READY TO ORDER THE BUS.

Prices are subject to change if the times or destination of the trip changes. Cancellations must be made at least one-hour in advance in order to avoid cancellation fees of the minimum trip rate for your contract.

TODAYS DATE: _____

PERSON PLACING ORDER: _____

SCHOOL OR ORGANIZATION: _____

PHONE NUMBER: _____

NUMBER OF BUSES REQUESTED: _____

TRIP DATE: _____ TRIP PICK UP TIME: _____

PICK-UP LOCATION: _____

DESTINATION: _____

TIME LEAVING DESTINATION: _____

TIME BUS WILL RETURN TO PICK UP LOCATION: _____

* DROP-OFF / PICK-UP: _____ OR * BUS TO STAY : _____

**** NOTE - M & J BUS, INC. RESERVES THE RIGHT TO REFUSE TO DO A TRIP AS A DROP-OFF / PICK-UP OR STAY BASED ON THE LOCATIONS AND TIMES.***

BASED ON THE INFORMATION ABOVE, THE COST, PER BUS, IS: _____

M & J BUS, INC. AND IT'S EMPLOYEES ARE NOT RESPONSIBLE FOR ANY ITEMS LOST, STOLEN, OR LEFT ON BOARD THE BUSES.

TO RESERVE YOUR BUS(ES) FOR THIS TRIP, PLEASE SIGN, DATE, AND RETURN THIS FORM TO US VIA FAX AT 860-395-4434. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL MICHELLE AT 860-388-6782.

Signature of person ordering the bus _____

Please print name of person ordering the bus : _____