Please complete and return this form to receive a quote:

Email: [Bus Charter Request](mailto:sartis@bc.pitt.edu?subject=Charter%20Request%20Form)

Questions: Please call (412) 624-8801

**\*\*\*PLEASE MAKE SURE TO CONTACT US THE WEEK OF YOUR RESERVATION TO CONFIRM\*\*\***

PLEASE SIGN FORM & RETURN

|  |  |
| --- | --- |
| Contact and Billing Information | |
| Charter Number |  |
| Department/Group Name |  |
| Requester’s Name |  |
| Email |  |
| Phone |  |
| Day of Event Contact Name and **Cell Phone #** |  |
| Billing Address |  |
|  |
|  |
| **PITT Account Number for billing purposes** |  |
| Direct Bill | Bill through Transportation Yes/No |
| **\*\*\*Estimated Price Quote\*\*\*** |  |
| Travel Information | |
| Departure Date |  |
| Departure Location |  |
| Departure Time  (Vehicle and driver will report 15 minutes prior for loading purposes) |  |
| Destination |  |
| Return Departure Date and Time |  |
| Group Size |  |
| List itinerary information (if applicable) including shuttle stops, use of vehicle at destination, multiple stops enroute, etc… |  |
|  | Vehicle Information |
| **Preferred Vehicle Choice:**  (See Options on Next Page) |  |
| Company assigned: | Vehicle Type assigned: |
|  |  |
|  | **Confirmation Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Lenzner North Side / Shuttle Division:**

**Cancellation Policy**:

**Lenzner North Side: *(20, 36, 43 Passenger & School Buses)***

Per our charter company's policies:  Charters cancelled within 72 hours of the scheduled departure will be charged $80.61 per hour times the originally scheduled charter hours.  Charters cancelled within 24 hours of the scheduled will be charged the full rate originally quoted.

**Lenzner Mt Nebo: *(Motor Coaches)***

When the Chartering Party notifies Lenzner Coach Lines in writing of the intent to cancel the charter agreement more than twenty-one (21) days prior to departure, the full deposit amount is refundable.  Should the agreement be cancelled less than twenty-one (21) days but more than seven (7) days prior to departure, then Chartering Party shall forfeit deposit amount.  Should the agreement be cancelled less than seven (7) days but more than seventy-two (72) hours prior to departure, then Chartering Party shall forfeit fifty percent (50%) of price quoted.  No refund less than seventy-two (72) hours prior to departure.  

For charter or dispatch information:   
**Lenzner Shuttle Division Dispatch: 412-321-9822 x301**

**Jack Morgan – 412-670-8601**

**Kathy Benson – 610-743-0700**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Lenzner Mt Nebo Dispatch (Motor Coach Charters): 412-749-4168**

**Vehicle Options** 20 passenger Mini Bus; 36 passenger Transit Bus; 43 passenger Transit Bus; 48 passenger School Bus; 25 passenger Mini Coach; 48 or 56 passenger Full Motor Coach

**Itinerary**: