

## **Reservation**

Orders should be placed by telephone, fax or email to our dispatch office. All orders require our confirmation before they become valid. Confirmation can be made by telephone, fax, e-mail or ordinary mail accordingly to customer which.

Orders must indicate customer and traveler identification, type of service, vehicle desired and the number of passengers.

## **Invoice & payment**

Orders are invoiced right after the service has been completed and sent to a previously agreed location/address. General payment terms are 10 days from invoice date. If the services are agreed to be charged from a credit card, a copy of the card slip along with a copy of the original invoice is sent via mail or fax to a previously agreed address/location.

## **Cancellation**

In case of cancellation, Transfers will be charged in full if the cancellation is made within 3 hours prior to the beginning of the service. Same conditions is valid for cancellation made after 21 pm (LT) for services starting before 9 am the day after. For cancellation of "Touring" (At your disposal) made later than 12 hours prior beginning of the service, service will be charged in full.

Cancellation of Special vehicles and Veteran limousines, will be charged in full if the cancellation is made later than 1 week before the beginning of the service.

Cancellation of Authorized guide is always charged normal booking fee and cancellations made later than 72 hours before confirmed start time are always charged in full.

No show are always charged in full according to original booking.

## **Rates & waiting time**

Rate for Transfers from City to Terminal is always one-way and waiting time is not included.

Pick up at Terminal at Arlanda (ARN) includes 30 minutes w/t from official landing time (ATA)  
Pick up at Terminal at Bromma (BMA) includes 15 minutes w/t from official landing time (ATA)  
Pick up at Terminal at Skavsta (NYO) includes 15 minutes w/t from official landing time (ATA)  
Pick up at Terminal at Stockholm harbor includes 15 minutes w/t from confirmed pick up time  
Pick up at Terminal at Landvetter (GOT) includes 15 minutes w/t from official landing time (ATA)

To/from (VIP or TARMAC) is always considered as "Touring" (At your disposal)

Time for Touring or "At your disposal" are always counted from branch to branch.

Waiting time charged per every started 15 minutes with 0,25 of actual rate per hour.

Additional sundries for Airport fee, Road toll and parking.

# HYRVERK 1 *Chauffeur Driven Cars*

## **General Conditions & Payment**

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Upd: 01/01/2016

Night surcharge will apply from 7 pm to 6 am and on week ends and holidays.

Public holiday surcharge will apply with 30% on each specified rate for 24/12-26/12, 31/12-1/1, 1/5, Holy Saturday, Easter Sunday, Easter Monday, Midsummer eve, Midsummer's day and 13th Day of Christmas

All rates are in SEK and VAT is not included.

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### **Limousine Aktiebolaget Hyrverk 1**

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