



## AIRPORT LIMOUSINE SERVICE RESERVATION for up-to 6 passengers

>>>for over 6 passengers please feel free to inquire

The staff at Leisure Travel Services will notify you whether the service is available by the **"requester needs confirmation by"** date listed. You must submit this completed form two weeks prior to the reservation date. Due to limited drivers and vehicles, the service is **NOT guaranteed**.

Between		Price up-to 6passengers	Price 7-14passengers and/or with many bags/Large Kennel
Zama/SHA/Sagami Depot	Narita Airport	\$215 one way	\$390 one way
	Haneda Airport	\$175 one way	\$315 one way
	Yokota Air Terminal	\$140 one way	\$315 one way
	Sagami-ono Station	\$25 one way	NA

## LIMOUSINE SERVICE AGREEMENT

\*The full fee for service between Narita / Haneda / Yokota / Sagami-Ono and Zama / SHA / Depot /Sagami-Ono must be paid once reservation is confirmed.

\*All cancellations and changes must be made **at least 96 hours** prior to the scheduled date to receive a full refund. Any cancellation made after 96 hours will not receive a refund.

\*Changes to upcoming weekend limo reservations must be made prior to Friday at 1500.

\*Alcohol and smoking are prohibited in the vehicles at all times, no exceptions!

\*Due to the heavy traffic conditions, limo driver may not arrive at the time designated on the request.

\*Upon arrival, driver will be located after customs with a sign bearing the passenger's name.

\*If the driver not arrive at the designated area within 30 minutes after the requested time, please contact our office at: **DSN 263-3621 / 4405 or 046-407-3621 / 4405**

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By signing below, I confirm that I have read and understand this agreement. I accept this agreement.

Signature

Print Name

Date

Camp Zama Leisure Travel Services

DSN Phone: 263-3621 / 4405

Comm: 046-407-3621 / 4405

Business Hours: Monday-Friday: 0800-1900, Sat & Sun: 0800-1700

## Airport Limousine Request Form

Today's Date	Name of Requester	Cell Phone	
		Duty Phone	
		Home Phone	
Email Address			

Requester needs to confirm by (dead line date):

### Going to Narita/Haneda/Yokota/Sagami-Ono

Pick up date:	Pick up location (note bldg#):
Pick up time:	
Drop off point:	<input type="checkbox"/> Narita <input type="checkbox"/> Haneda <input type="checkbox"/> Yokota <input type="checkbox"/> Sagami-Ono
Number of Passengers :	Number of Bags :
Number of pets:	Kennel size : (Dimension)

#### FLIGHT INFORMATION

Airline:	Flight Number:
Departure Date:	Departure Time (13:00):
Terminal Number:	

### From Narita/Haneda/Yokota/Sagami-Ono

Pick up Date:	Drop off point (note bldg#):
Pick up Time (13:00):	
Pick up point:	<input type="checkbox"/> Narita <input type="checkbox"/> Haneda <input type="checkbox"/> Yokota <input type="checkbox"/> Sagami-Ono
Number of Passengers :	Number of Baggs :
Number of pets:	Kennes size : (Dimension)
Passenger's last name for sign board :	

#### FLIGHT INFORMATION

Airline:	Flight Number:
Arrival Date:	Arrival Time (13:00):
Terminal Number:	

The driver will wait for the passenger(s) at the information desk in the arrival lobby at the designated arrival time with the passenger's surname on a sign. If you are unable to meet the driver at the pick area at the designated time, **Please call:**

**Leisure Travel Services: 046-407-3621 / 4405**

Monday through Friday: 0800 until 1700 (5:00pm), Closed for ALL U.S. national holidays

Please submit completed form to

**[Yuuichi.kita.In@army.mil](mailto:Yuuichi.kita.In@army.mil) and [miho.overly.In@army.mil](mailto:miho.overly.In@army.mil)**