



35TH FORCE SUPPORT SQUADRON AUTO COMPLEX CHAUFFEURED VEHICLE

VEHICLE SIZE	ONE DRIVER	VEHICLE CAPACITY
Eight Passenger Van	\$38 per hour	Driver, four passengers and luggage**
Ten Passenger Van	\$38 per hour	Driver, six passengers and luggage**

**Passenger / luggage capacity vary based on vehicle availability

SMOKING & DRINKING ALCOHOLIC BEVERAGES IS PROHIBITED IN ALL VEHICLES

GENERAL RATES: All rates are based on a minimum set of hours and hourly thereafter. Rates include fuel, driver, and tolls on government roads. Parking fees and tolls on private toll roads are not included. For on base pick ups, rates are calculated from the pick up time until the vehicle returns to the Auto Complex. For off base pick ups, the time is calculated from when the vehicle departs the Auto Complex until the time the vehicle returns to the Auto Complex.

MINIMUM CHARGES:

Any trips that go past midnight will incur additional charges. Call 226-4654 for details.

Aomori Airport-4 hours

Sendai Airport-8 hours

PETS are allowed on chauffeured vehicles. If you need to transport pets, please let our customer service representative know at the time of reservation to receive additional instructions.

RESERVATIONS: Reservations are accepted up to 90 days in advance during normal hours, which are Tuesday–Friday 11 a.m.–8 p.m. and Saturday–Sunday 9 a.m.–6 p.m. Reservations to transport more than 50% of passengers who are non-SOFA status require a request letter to be approved by the Auto Complex Manager. Reservations must be secured with a valid credit card.

CANCELLATION FEES: A cancellation fee of three hours of charges for the confirmed vehicle will be assessed for all cancellations made less than seven calendar days (excluding holidays) prior to the pick up date. Cancellations must be made by calling 226-4654 Tuesday–Friday 11 a.m.–8 p.m. or Saturday–Sunday 9 a.m.–6 p.m.



FSS IS NOT responsible for items left on the shuttles.
For the most up to date information, visit www.35fss.com.





35 FSS / Auto Complex

CHAUFFEURED TRANSPORTATION REQUEST



RENTAL DATE		VEHICLE TYPE & QTY:		8 Pax, 10 Pax	
PICK UP TIME (Use Military Time)			RETURN TIME (Use Military Time)		
PICK UP LOCATION (Building # or Street Address)					
DESTINATION					
NUMBER OF PAX		ESCORT	PETS; QTY/SIZE		FLIGHT INFO
REQUESTER INFORMATION					
LAST NAME		FIRST NAME			RANK
ORG/UNIT	DUTY PHONE		HOME PHONE		CELL PHONE
EMAIL ADDRESS					
GLOBAL <input type="checkbox"/>					
MAILING ADDRESS					
PSC/UNIT		BOX		APO/FPO AP	
REMARKS					
<hr/> <hr style="border-top: 1px dashed black;"/> <hr/>					
*MULTIPLE REQUESTS PUT OTHER DATE(S) *				→	
METHOD OF PAYMENT					
CASH TO DRIVER		CHARGE BEFORE THE SERVICE		CHARGE AFTER THE SERVICE	
WALK IN BEFORE THE SERVICE		VS/MC		CVV	
DATE PAID		\$		2557#	
HOW					
EMAIL CONFIRMATION : RATE: \$ /Hour, Hours Min. PARKING FEE: CX FEE: 3 hrs of service					
DATE: _____ TIME: _____ TO: _____ BY: _____					
DATE/TIME CUSTOMER REPLIED: _____ FROM: _____					
TELEPHONE CONFIRMATION : RATE: \$ /Hour, Hours Min. PARKING FEE: CX FEE \$70					
DATE: _____ TIME: _____ POC: _____ BY: _____					
TODAY'S DATE: _____ TIME: _____ TAKEN BY: _____					