



**2013**

# **Affiliate Agreement**



Please fill all forms with the star & return completed

**Please note we have a new Suite # 7380  
Previous Suite # 7370**

**7380 NW 5<sup>th</sup> ST  
Fort Lauderdale, FL 33317  
954-587-7667 Office  
954-587-7085 Fax  
877-587-7667 Nationwide**

[info@enovalimo.com](mailto:info@enovalimo.com)

[www.enovalimo.com](http://www.enovalimo.com)



7380 NW 5<sup>th</sup> ST, Fort Lauderdale, FL 33317  
954-587-7667 Office 954-587-7085 Fax 877-587-7667 Nationwide  
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Dear Affiliate Partner,

Enova would like to welcome you and your clients to South Florida. Enova is a professional chauffeured ground transportation provider specializing in destination services, domestic tourism, business travel, road shows, and group events.

Headquartered in South Florida for over 25 years, we have serviced many events such as the MTV awards, Boat Shows, Latin Billboard awards, Presidential debates, Superbowls, and many national championships from College Football to Tennis and Golf.

At Enova, we understand the need to collaborate with a professional chauffeured transportation provider that understands the demands of our industry. Our clients have come to expect uncompromised service levels from us and so will you. The entire staff at Enova is dedicated to servicing each client with detail and care. Every chauffeur at Enova has passed a background check, has a clean driving record, and has completed our extensive chauffeur-training program.

Our fleet of luxury sedans, crossovers, SUVs, stretch limousines, vans, and mini-buses provide a vast choice for affiliates. We operate late model luxury vehicles that are maintained and serviced daily.

We are centrally located in South Florida and service Palm Beach County, the PBI airport, Broward County, the FLL airport, Miami-Dade County, and the MIA airport. Every vehicle is also permitted to service Port Everglades, the Port of Miami, local FBO's and the Florida Keys.

Feel free to visit our website or contact me directly should you have any questions.

Best regards,

Abilio (Bitto) Pimenta  
President  
[bitto@enovalimo.com](mailto:bitto@enovalimo.com)  
954-587-7667



Please fill & return completed

954-587-7085 Fax  
[info@enovalimo.com](mailto:info@enovalimo.com)

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Owner/President: \_\_\_\_\_

Manager: \_\_\_\_\_ Accounting: \_\_\_\_\_

Dispatcher: \_\_\_\_\_ Affiliate Relations: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Toll Free Phone: \_\_\_\_\_ 24hr Fax: \_\_\_\_\_

Local Phone: \_\_\_\_\_ 24hr Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Res. E-Mail: \_\_\_\_\_

Web Address: \_\_\_\_\_ Software: \_\_\_\_\_

Airports served: \_\_\_\_\_

USDOT#: \_\_\_\_\_ MC#: \_\_\_\_\_ PUC# \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_

- \* Please include a fleet schedule that includes make, model, yr, color, and pass. capacity of owned vehicles
- \* Please include zoned airport transfer rates
- \* Please include any/all cancellation policies
- \* Additional insured certificate naming Enova Transportation network, Inc. as an additional insured



## **Our Payment Authorization Procedure to Affiliates**

**Dear Affiliate,**

- 1. When a trip that you are doing for us is complete, please forward total charges via email to [info@enovalimo.com](mailto:info@enovalimo.com).**
- 2. At that time, we will verify the amount and send you back an authorization form with the specific credit card number for you to charge with the approved amount.**

**We do not release funds to any card until we get a total from you, so if you try to charge any of our affiliate assigned credit cards without our authorization they may decline.**

**This procedure has allowed us to minimize the work required to reconcile accounting errors and unknown charges that we were experiencing prior to its implementation.**

**If you have any questions please contact me at the office 954-587-7667**

**Best regards,**

**Ramon Garcia**

**Ramon Garcia (CFO)**



## **Affiliate Team Information**

Enova welcomes your company to our Affiliate Network. We encourage you to take the time to review the following material and contact our Affiliate Manager with any questions you may have.

At Enova we adhere to strict standards for quality and safety and ask that each of our affiliate partners familiarize themselves with Enova Standards document provided. Failure to comply with local, state, and federal regulations or the Enova standards, may result in parting ways with your company.

We recognize that a strong affiliate relationship is an integral part of providing a complete customer service experience and allows a company to continue to provide value added service to its client base and beyond the specific region they service. We welcome your partnership as part of the Enova Affiliate Team.

We have provided a checklist to assist you in preparing the documents that will allow us to begin sending affiliate work to the market in which you serve.

- Review, Sign, and Return a copy of the Enova Standards Document.
- Provide an annual inclusive service pricing document for your company.
- A copy of your operating authority permit for the primary jurisdiction in which you serve.
- Provide additional insured documentation for Enova Transportation Network, Inc. from your insurance provider
- Complete, sign, and return credit card authorization form with copies of the credit card and drivers license.

### **ADDITIONAL INSURED SHOULD SHOW AS...**

Enova Transportation Network, Inc.  
7380 NW 5<sup>th</sup> ST  
Fort Lauderdale, FL 33317  
954-587-7667  
Attention: Abilio Pimenta



**Affiliate Credit Card Authorization**  
**If you prefer to be on terms please contact our accounting department**

Company Name: \_\_\_\_\_

Name (as it appears on credit card or billing contact) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Main Phone # \_\_\_\_\_

Cell Phone #( if available) \_\_\_\_\_

Term preference: \_\_\_\_\_

**Credit Card Information if not on terms**

Card Type (Circle One):                      American Express                      MasterCard                      Visa

Card #: \_\_\_\_\_

Exp Date: \_\_\_\_\_ Security Code \_\_\_\_\_

I, the undersigned, authorize Enova Transportation Network, Inc. to charge the above referenced credit card for transportation and related services which may be rendered through Enova Transportation Network, Inc. and/or its affiliates. In accordance with the terms and conditions between Enova Transportation Network, Inc. and the undersigned, I fully understand that if I should cancel my reservation within 24 hours of the date and time of service for Sedan service and 7 days for stretch limousines, coaches and buses, I will forfeit the full amount of the trip contract. All airport charters must be cancelled within 12 hours of the date and contracted time of the contract. I authorize Enova Transportation Network, Inc. to process all charges accordingly and understand that my credit card will be authorized 48 hours prior to the contracted date and time and billed at the completion of the trip.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Please fill & return completed

**Enova Transportation Network, Inc.**  
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## **Standards Document**

- All chauffeurs will present themselves in a dark suit with black polished shoes.
- Chauffeurs will represent themselves as an extension of the Enova Transportation Network, Inc. Affiliate Network.
- Chauffeurs will refrain from promoting themselves or their primary company.
- Chauffeurs performing baggage / gate greets will use generic MEETING SIGN only.
- No company name on signs.
- Chauffeurs will direct client questions to Enova Transportation Network, Inc. Dispatch Manager at 954-587-7667 and after hours # 954-324-6505.
- Chauffeurs will refrain from smoking or eating in the vehicles and in the presence of the clients.
- Provide a fully trained and properly licensed chauffeur.
- Provide an impeccably maintained and serviced late model vehicle of the exact type requested.
- Strict compliance with rated vehicle capacities.
- Companies must maintain proper licensing in good standing as required by local, state, and federal regulations in your jurisdiction.
- Companies must maintain adequate insurance coverage. (\$1,000,000 minimum coverage).
- Companies are to provide service in accordance with Enova Transportation Network, Inc. reservation sheet provided.
- Companies must provide final details and charges rendered to Enova Transportation Network, Inc. ASAP and no longer than 24 hours of the completion of service.
- Companies are required to provide phone access to dispatch 24 hours a day.

Company Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



*Please fill & return complete*



## **Cancelation Policies**

- **Sedans / SUVs / Limousines** – Reservations must be canceled 2 hours prior to the scheduled pick up time or garage out time if being billed garage to garage.
- **Stretch SUVs / Buses / Coaches** – Reservations must be canceled 24 hours prior to the scheduled pick up time or garage out time if being billed garage to garage.
- **Greeter / Manifest Director** – A greeter or manifest director must be canceled 24 hours prior to scheduled start time.
- **International Reservations** – Reservations outside of the United States must be canceled 48 hours prior to the scheduled pick up time.

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- ❖ **Late cancel** - A reservation that is canceled inside of the cancelation period. These reservations will be billed in full.
- ❖ **No Show** – If a passenger does not show up for their scheduled reservation. This reservation will be billed in full.
- ❖ **Canceled reservation** – There is NO charge for a reservation that is canceled prior to the cancelation time stated for each service. *An email cancelation confirmation will be emailed to the email address on file. Please retain this confirmation for your records.*

**PLEASE CONTACT Enova Transportation Network, Inc.**

**VIA TELEPHONE WITH ANY AND ALL SAME DAY CANCELATIONS.**

**(877) 587-7667 Toll Free**

**(954) 587-7667 Office**

**(954) 587-7085 Fax**

**(954) 324-6505 Afterhours emergency # or affiliate 24hr contact**

**info@enovalimo.com**