TEST VALLEY COMMUNITY TRANSPORT SCHEME

MINIBUS HIRE

Booking form no: **……..**

BOOKING FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Form to be returned to: Test Valley Community Services, 2nd Floor East Wing, Wessex Chambers, South Street, Andover, SP10 2BN. Tel: 01264 362600. Fax: 01264 353010. Email: transport@tvcs.org.uk.

Bookings will be subject to confirmation after receipt of all relevant forms and information.
An invoice for the hire will be sent to you at the end of the month in which the hire is incurred.

Organisation:	Member of Test Valley Community Services? Yes/No. *If No, please complete an Associate Membership application form (membership is essential)*
Contact Name & Address: Postcode:	
Phone: Home: Work: Mobile:	
Email(s):	
Invoice name and address (if different from above): Postcode:	

Day/date of journey (*if more than one journey, please provide list of dates on separate sheet*):	Start/finish location for the trip:	
Time of departure:	Destination:	Time back to finish:
Need to use passenger lift: Yes/No	No. of wheelchair users who will transfer to a seat:	No. of wheelchair users who will remain in their wheelchairs *(note: overall capacity will be reduced):*
Total number to travel (*including escorts, excluding driver*):	Any other important information:	
Do you need TVCS to supply a driver: Yes/No *(If yes, see T&Cs 14)*	If No, please give driver's name (*must have current MIDAS certificate and appropriate Driving Licence: copies to be held by TVCS*):	Driver's contact number(s) *(preferably home and mobile numbers):*
I have read and accepted the Terms & Conditions printed on the reverse of this booking form. Signed: Print name: Date:		

For TVCS use only:

Vehicle Reg No:		
Collection time:	*Collect from/return to:*	*Time to be returned to TVCS:*

Logged start time: Logged finish time:	Charge for time: ……half day(s) @ £12:50 = £……
Total miles: *(50p per mile for first 100 miles, 20p per mile thereafter)*	Gross charge for mileage: …… miles @ 50p per mile = £…… …… miles @ 20p per mile = £……
Mileage not to be charged to user (Deduct …….. miles @ 50p) = (- £……)	
(Deduct Fuel purchased at their cost – receipt needed:) = (- £……)	
Any other charges/deductions (e.g. MiDAS refund, expenses etc): = £……	
Comments:	**Total charge to be levied**: £……