



University of Richmond

Contract Summary Sheet

Vendor Name: James River Transportation

Commodity: Charter Bus Services

Contract Number: UR Agreement	Effective Date: August 1, 2016 Expiration Date: July 31, 2017
Account Manager: Craig Treanor Phone: 804-342-7300 Email: ctreanor@JamesRiverTrans.com	Charter Coordinator: Customer Service Rep Phone: 804-342-7300 Online: www.jamesrivertrans.com
Payment Terms: Net 30	Purchasing Card Can Be Used: Yes

SWAM Vendor: Yes, Small **Green Vendor:** **Discount:** 3 – 18%

Contract Information :

- Charter capacity range from 3 to 55 Passengers
- Request a Quote on line at www.jamesrivertrans.com.
- Written confirmation of all charters is provided, signed by person making reservation, and return to company
- No deposit required
- No cancellation charge excite if the charter is already onsite and then a minimal charger will be charged for time utilized
- Charter Coordinator will provide discount rate for each quote
- Each Charter will be provided a survey to assess services; copies are provided to procurement office.
- Quarterly Performance Meetings required.

CUSTOMER INFORMATION SHEET

Please have the following information available when you contact James River to schedule your Charter.

Contact Name:	
Phone:	
Alternative Phone:	
Address:	
Email:	
Fax:	
Date of Departure:	
Date of Return:	
Number of Passengers:	
Equipment Type/Size:	
Pickup Location:	
Departure Time:	
Destination:	
Final Drop off Time:	
Is the Drop off location the same as the Pickup?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Driver Request: <small>If you have a specific driver you'd like to request</small>	
Itinerary Summary:	
Is the Emergency Contact for the day of the charter the Same as Above Contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Round Trip or one way?	
Do you need to use the coach each day during the stay?	
Additional Information:	