



# University of Richmond Contract Summary Sheet

**Vendor Name:** Venture Tours Inc.

**Commodity:** Charter Bus Services

**Contract Number:** UR Agreement

**Effective Date:** August 1, 2016

**Expiration Date:** July 31, 2017

**Account Manager:** Michelle D. Paul

**Phone:** 757-494-1480 x 204

**Email:** michelle@venturebustours.com

**Fax:** 757-494-1508

**Web Page:** www.venturebustours.com

**Payment Terms:** Net 30

**Purchasing Card Can Be Used:** Yes

**SWAM Vendor:** Yes

**Green Vendor:** N/A

**Discount:** 10%

## Contract Information:

- Charter capacity range from 9 to 55 passenger
- Request a Quote by phone or online at [www.venturebustours.com](http://www.venturebustours.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 Venture Tours 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:	