# Contract Summary Sheet

**Vendor Name:** James River Transportation  
**Commodity:** Charter Bus Services

<table>
<thead>
<tr>
<th><strong>Contract Number:</strong> UR Agreement</th>
<th><strong>Effective Date:</strong> August 1, 2017</th>
<th><strong>Expiration Date:</strong> July 31, 2018</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th><strong>CUSTOMER INFORMATION SHEET</strong></th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th><strong>Contact Name:</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Phone:</strong></td>
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<tr>
<td><strong>Alternative Phone:</strong></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
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<tr>
<td><strong>Email:</strong></td>
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<tr>
<td><strong>Fax:</strong></td>
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</tbody>
</table>

**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 ☐  No ☐

**Driver Request:**

If you have a specific driver you'd like to request

**Itinerary Summary:**

**Is the Emergency Contact for the day of the charter the Same as Above Contact?**

Yes ☐  No ☐

**Round Trip or one way?**

**Do you need to use the coach each day during the stay?**

**Additional Information:**