



P.O. Box 6806

180 29th Street

Wheeling, WV 26003-0920

Email: info@wheelinglimo.com

Airport Shuttle Transportation Form

Please book your shuttle reservation by faxing this form to 304-232-1193 or go to our secure website at www.wheelinglimo.com and book online and review current fare rates! We must have your reservation at least **5 prior business days** to honor the discounted Oglebay school fare from/to the Pittsburgh Airport. Last minute reservations will be accepted at regular fare. (Please print)

Name: _____ Phone: _____ Cell: _____

Fax: _____ Email: _____

Please provide Shuttle Transportation for the _____ (school/institute) to Oglebay Resort and Conference Center in Wheeling, WV.

I understand the discounted fare per person is **\$70.00 one way and will be charged to my credit card when Airport Limousine Service, Inc. receives the reservation. ****Due to the fluctuating fuel costs, the fare amount is subject to change.** Please call or visit our website for current pricing. The fare amount does not include gratuity. Please indicate if you would like to include the gratuity for your driver to be charged at this time. (15% is customary). Within 48 hours, you will receive an email confirmation including a credit card receipt.

Cardholder: _____ Card Number: _____

Expiration Date: _____ Total Gratuity: _____

Complete Address: _____

Signature: _____

If you need to cancel your reservation and be eligible for a refund, you must notify us at least 48 hours in advance. If you are a no-show or you cancel at the airport, you will not receive a refund.

If you would have a flight delay or if you cannot find your driver, call us 304-232-1175 or toll free 800-326-2907. We will do our best to accommodate and help you. To find your driver at the Pittsburgh Airport, you must follow the signs to the Baggage Claim Floor. Look for the Hertz Rental Car location which is across from the bottom of the escalators. Your driver will be standing in that area with either Oglebay or your last name written on the sign.

Arrival Date: _____ Arrival Time: _____ Airline: _____

******Your flight must be scheduled to arrive into Pittsburgh before 10:00 PM to receive discount. ******

Flight Number: _____ Final Connecting City Before Arriving at PIT : _____

Departure Date: _____ Departure Time: _____

Approximately 2 days prior to departure, we will post a schedule at the front desk of Wilson Lodge (Oglebay). Standard departure times will be approximately 3 1/2 hours prior to your flight time, but may be adjusted as needed to accommodate others. **Any change requests for your scheduled departure from Oglebay must be made by 2:00 PM the prior business day. Reservations or changes made after this time will be subject to availability.**

We appreciate your business and look forward to serving you!