



## State of Washington Agency Set Up Form

Please complete this form and email it back to Kristell Pearson so that we may create your account in our systems. Once your account has been established, we will send out new account information to the email address(s) you have provided.

### Program Details

**2022/23 State of Washington Car Rental Program:** See attached Program Summary

**Rental Rates:** Rates apply to all locations within the United States, local and airport locations included.

- **Rates Include:** Unlimited mileage, Collision Damage Waiver (CDW), \$1,000,000 in Combined Single Limit use of liability.
- **Rates Do Not Include:** VLF, Rental Branch Specific Location Fees (Such as Airport/City/County Fees), fuel, additional rental options (such as GPS Units) and hourly charges. Models are subject to availability; a model of car may be requested but is not guaranteed.

**Fuel Charges:** Anytime a vehicle is returned with less fuel than it was rented with, the branch will charge Market Rate/Value for refueling.

**CDW for Business Rentals:** For rentals to Customer's employees for business use, Rental Rates include full CDW (Collision Damage Waiver) with no deductible. CDW will cover any physical damage to the vehicle that may occur during a rental and is subject to the terms and limitations set forth in Enterprise's standard rental contract.

**Business Travel Insurance:** For rentals to Customer's employees for business use, Rental Rates include BTI (Business Travel Insurance). BTI will cover up to \$1M in liability claims that may occur during a rental, as the result of an accident, and is subject to the terms and limitations set forth in Enterprise's standard rental contract.

**Terms of Contract:** This Customer is participating in the State of Washington Vehicle Rental Contract with Enterprise Rent-A-Car and National Car Rental. This contract will be in effect through Sept 15, 2022, with optional one-year extensions through Sept 2025.

### **Payment Method (please select one):**

- Customer Pay Account - Rentals will be paid at time of rental via renting employee
- Credit Card on File – Individual rentals charged to an agency credit card upon return of vehicle to rental location. Receipt emailed to designated billing contact. *\*\*Provide first 5 and last 4 digits of card under Credit Card Information on page 3 of this application*
- Direct Bill - Rentals direct billed to your organization monthly and payment can be made via check

**Reporting:** Available upon request

**Contact Information:**



## State of Washington Agency Set Up Form

Kristell Pearson-Ziegenfelder  
Phone: 314-592-6692  
[Kristell.I.pearson@ehi.com](mailto:Kristell.I.pearson@ehi.com)

By completing this form \_\_\_\_\_ is requesting a  
*(Organization Name)*  
Business Rental Account with Enterprise Rent-A-Car.

### **Main Account Contact**

Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Mailing Address \_\_\_\_\_

### **Travel Agency Information**

Do your Employees book through a Travel Agency? (Please Circle One) Yes    No

Travel Agency: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Do you have frequent travelers at Airports? (Please Circle One) Yes    No

Do you have travelers who are already members of National's Emerald Club? Yes    No

Does your agency currently utilize Mileage Reimbursement? Yes    No

Short term project transportation needed? Yes    No

Supplemental fleet? Yes    No



