

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.

P	aym	ent 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 renta 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.l.pearson@ehi.com

By completing this form(Organization Name	is requesting a		
Business Rental Account with Enterprise Rent-A-Car.	1e)		
Main Account Co	ntact		
Name:			
Email Address:			
Phone:			
Mailing Address			
Travel Agency Info	<u>rmation</u>		
Do your Employees book through a Travel Agency? (Please Circle C	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 Emera	ald Club? Yes	No	
Does your agency currently utilize Mileage Reimbursement?	Yes	No	
Short term project transportation needed?	No		
Supplemental fleet?	Yes	No	



Complete next page for each individual department or agency billing number requested

Additional Information for Direct Bill Account						
	Billing Contact (if different from above)	1				
Name:						
E-mail Address:						
Phone:						
	Billing/PO/Cost Code					
Do you Require Cos	t Codes, Purchase Orders, etc.? (Please Circle One)	Yes	No			
Cost Code Label:	(Ex: PO Number, Department Name, Cost Code,	etc)				
	Credit Card Information*	G(C.)				
Credit Card #(Firs	t 5, last 4):					
Exp. Date:						
Signer Name:						
**This is only required	for the Direct Bill with Credit Card payment option					
	Dillion Towns 9 Conditions					
	<u>Billing Terms & Conditions</u>					
signers assume liabilit charges, taxes, surchar received within thirty d and direct billing will be related to collection of employee of undersign	the convenience of direct billing of charges incurred by its employees in a sy for all employee charges, including base rental charges, mileage charges and other amounts properly due and owing. Payment is due upon ays of invoice date, a late fee of 1.5% per month (or the maximum amount esubject to immediate cancellation. The undersigned agrees to reimbut past due accounts. The undersigned further acknowledges that no termined from any obligation under any rental contract; or (ii) the undersigned L State Employees must present valid driver's license	rges, driver protec n receipt of invoice ount allowable by l rse all reasonable n contained hereir	tion product costs, fuel If payment is not aw) may be assessed, legal and collection fees a shall release: (i) any			
Signature:						

