



General Information Package

43-24 37th Street Long Island City, New York 11101
Main Office: (718) 729-3000 or Toll Free: (800) 367-0347 Fax: (718) 784-7005



Dear Prospective Client,

Thank you for opening the doors to finding out about New York City's finest limousine service! We invite you to take a minute of your time to learn about our company and our long-standing commitment to excellence.

Since 1979, Capricorn Limousine Service has been a leader in providing luxury ground transportation in the New York City and Tri-State areas. From individual travel to corporate meetings, incentive groups, and private events, our mission is to provide highly personalized service on every level.

With four decades of experience serving corporations, luxury hotels, UN Missions, celebrities, and sports organizations, we pledge to provide our clients with a safe, comfortable and efficient way to travel. Our list of loyal patrons, many of whom have been account holders for the life of the company, supports our commitment to the quality and level of service expected and deserved by our prestigious client base. By putting technology and professionalism to work, we have maintained superior service standards in the luxury ground transportation industry. Along with our worldwide affiliates, we are able to provide personalized service on every level when it comes to your ground transportation needs.

At Capricorn Limousine we believe that it is not enough to say that we are reliable, our fleet is state of the industry, our chauffeurs are professionals, and we offer safe, discreet and courteous service. For us, the difference is evident in the strong relationships we foster with our clients.

We retain a dedicated team of individuals who make it their priority to accommodate your ground transportation needs from start to finish. This is the kind of company where correspondence never goes unanswered and our customers enjoy the "one phone call" convenience of contacting their limousine service.

Sincerely,

Capricorn Limousine Service, Inc.

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Qualification Statement

Company Description

- Founded in 1979
- Family Owned and Operated
- Service Area
 - Primary: New York Tri-State Area
 - Secondary: Worldwide (via affiliates)
- Presence at NYC Luxury Hotels

Fleet Size & Description

- 65 Company Owned Vehicles
- Lincoln Towncars - Executive "L" Series
- Lincoln Stretch Limousines (7-8-10 Passenger)
- Mercedes S550 Sedans
- Ford Econoline Executive Vans (14 passenger)
- Cadillac Escalades & GMC Denalis (7 passenger)
- State of the Industry Amenities
- GPS Vehicle Tracking
- Replacement frequency is every 18 to 24 months

Vehicle Maintenance

- Fully equipped garage with in-house car wash
- Full time company-employed mechanics and detailers
- Monthly routine maintenance includes oil change, tire rotation, and brake check

Licensing

- All vehicles and chauffeurs are licensed by the TLC New York City Taxi and Limousine Commission

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Insurance/Indemnification

- Provisions not less than \$1,500,000.00 coverage, with adequate umbrella Insurance.
- Additional requirements considered upon request

Chauffeur Profile

- Company employed professional chauffeurs
- Impeccably groomed and distinguished by uniforms of black suits, and burgundy ties
- Experienced and knowledgeable in the manners and ways of New York City, specialized in accommodating the needs of all travelers, our chauffeurs are discreet, courteous and dependable.

Chauffeur Management

- Screened and references checked, chauffeurs are selected based on experience, past performance, and appearance
- Quarterly chauffeur evaluations – chauffeurs are graded and scored based on a point system on their performance
- Chauffeur training program and health insurance available through the company
- Chauffeurs communicate with base by cell phones and are equipped with Nextel radios

Member Organizations

- Hotel Association of New York City
- Hotel Sales & Marketing International
- National Business Travel Association
- National Limousine Association

Amenities

- Company Owned Fleet
- Professional House Chauffeurs
- Dedicated Sales & Service Staff
- Seasoned Dispatchers
- VIP Airport Greeters
- On-Site Greeters
- Group Transfers
- Special Events/Meetings
- Roadshows
- Worldwide Affiliates
- Private & Corporate Accounts
- GPS Vehicle Tracking
- Flight Tracking
- Fax & Email Confirmations
- Presence at NYC Luxury Hotels

Rates and Information
Effective August 1st, 2009

HOURLY							
	SEDAN	MERC	7 PAX	8 PAX	10 PAX	SUV	VAN
HOURLY	\$ 75.00	\$ 98.00	\$ 98.00	\$ 108.00	\$ 128.00	\$ 98.00	\$ 96.00
20% SERVICE	\$ 15.00	\$ 19.60	\$ 19.60	\$ 21.60	\$ 25.60	\$ 19.60	\$ 19.20
8% FUEL & ADMIN	\$ 7.20	\$ 9.41	\$ 9.41	\$ 10.37	\$ 12.29	\$ 9.41	\$ 9.22
SALES TAX	\$ 7.30	\$ 9.53	\$ 9.53	\$ 10.51	\$ 12.45	\$ 9.53	\$ 9.34
TOTAL	\$ 104.50	\$ 136.54	\$ 136.54	\$ 150.47	\$ 178.34	\$ 136.54	\$ 133.75
W/ 2 OR 3 HR MIN.	\$ 208.99	\$ 409.62	\$ 409.62	\$ 451.42	\$ 535.02	\$ 409.62	\$ 401.26

NYC to LGA							
	SEDAN	MERC	7 PAX	8 PAX	10 PAX	SUV	VAN
BASE	\$ 97.00	\$ 133.00	\$ 123.00	\$ 133.00	\$ 153.00	\$ 133.00	\$ 158.00
20% SERVICE	\$ 19.40	\$ 26.60	\$ 24.60	\$ 26.60	\$ 30.60	\$ 26.60	\$ 31.60
TOLLS	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00
8% FUEL & ADMIN	\$ 10.35	\$ 13.81	\$ 12.85	\$ 13.81	\$ 15.73	\$ 13.81	\$ 16.21
SALES TAX	\$ 10.68	\$ 14.18	\$ 13.21	\$ 14.18	\$ 16.13	\$ 14.18	\$ 16.61
TOTAL	\$ 150.43	\$ 200.59	\$ 186.66	\$ 200.59	\$ 228.46	\$ 200.59	\$ 235.42

NYC to JFK							
	SEDAN	MERC	7 PAX	8 PAX	10 PAX	SUV	VAN
BASE	\$ 113.00	\$ 148.00	\$ 138.00	\$ 143.00	\$ 168.00	\$ 148.00	\$ 196.00
20% SERVICE	\$ 22.60	\$ 29.60	\$ 27.60	\$ 28.60	\$ 33.60	\$ 29.60	\$ 39.20
TOLLS	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00
8% FUEL & ADMIN	\$ 11.89	\$ 15.25	\$ 14.29	\$ 14.77	\$ 17.17	\$ 15.25	\$ 19.86
SALES TAX	\$ 12.24	\$ 15.64	\$ 14.67	\$ 15.16	\$ 17.59	\$ 15.64	\$ 20.31
TOTAL	\$ 172.73	\$ 221.49	\$ 207.56	\$ 214.52	\$ 249.36	\$ 221.49	\$ 288.37

NYC to EWR/TEB							
	SEDAN	MERC	7 PAX	8 PAX	10 PAX	SUV	VAN
BASE	\$ 113.00	\$ 148.00	\$ 138.00	\$ 143.00	\$ 168.00	\$ 148.00	\$ 196.00
20% SERVICE	\$ 22.60	\$ 29.60	\$ 27.60	\$ 28.60	\$ 33.60	\$ 29.60	\$ 39.20
TOLLS	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00
8% FUEL & ADMIN	\$ 11.89	\$ 15.25	\$ 14.29	\$ 14.77	\$ 17.17	\$ 15.25	\$ 19.86
SALES TAX	n/a	n/a	n/a	n/a	n/a	n/a	n/a
TOTAL	\$ 160.49	\$ 205.85	\$ 192.89	\$ 199.37	\$ 231.77	\$ 205.85	\$ 268.06

NYC to HPN							
	SEDAN	MERC	7 PAX	8 PAX	10 PAX	SUV	VAN
BASE	\$ 137.00	Hourly	\$ 153.00	\$ 188.00	\$ 213.00	Hourly	Hourly
20% SERVICE	\$ 27.40		\$ 30.60	\$ 37.60	\$ 42.60		
TOLLS	\$ 13.00		\$ 13.00	\$ 13.00	\$ 13.00		
8% FUEL & ADMIN	\$ 14.19		\$ 15.73	\$ 19.09	\$ 21.49		
SALES TAX	\$ 14.57		\$ 16.13	\$ 19.53	\$ 21.96		
TOTAL	\$ 206.16	Hourly	\$ 228.46	\$ 277.22	\$ 312.05	Hourly	Hourly

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LGA to NYC

	SEDAN	MERC	7 PAX	8 PAX	10 PAX	SUV	VAN
BASE	\$ 123.00	Hourly	\$ 150.00	\$ 160.00	\$ 180.00	Hourly	Hourly
20% SERVICE	\$ 24.60		\$ 30.00	\$ 32.00	\$ 36.00		
TOLLS	\$ 23.00		\$ 23.00	\$ 23.00	\$ 23.00		
8% FUEL & ADMIN	\$ 13.65		\$ 16.24	\$ 17.20	\$ 19.12		
SALES TAX	\$ 14.17		\$ 16.80	\$ 17.77	\$ 19.71		
TOTAL	\$ 198.42	Hourly	\$ 236.04	\$ 249.97	\$ 277.83	Hourly	Hourly

JFK to NYC

	SEDAN	MERC	7 PAX	8 PAX	10 PAX	SUV	VAN
BASE	\$ 140.00	Hourly	\$ 165.00	\$ 175.00	\$ 200.00	Hourly	Hourly
20% SERVICE	\$ 28.00		\$ 33.00	\$ 35.00	\$ 40.00		
TOLLS	\$ 23.00		\$ 23.00	\$ 23.00	\$ 23.00		
8% FUEL & ADMIN	\$ 15.28		\$ 17.68	\$ 18.64	\$ 21.04		
SALES TAX	\$ 15.82		\$ 18.25	\$ 19.23	\$ 21.66		
TOTAL	\$ 222.10	Hourly	\$ 256.93	\$ 270.87	\$ 305.70	Hourly	Hourly

EWR/TEB to NYC

	SEDAN	MERC	7 PAX	8 PAX	10 PAX	SUV	VAN
BASE	\$ 140.00	Hourly	\$ 165.00	\$ 175.00	\$ 200.00	Hourly	Hourly
20% SERVICE	\$ 28.00		\$ 33.00	\$ 35.00	\$ 40.00		
TOLLS	\$ 23.00		\$ 23.00	\$ 23.00	\$ 23.00		
8% FUEL & ADMIN	\$ 15.28		\$ 17.68	\$ 18.64	\$ 21.04		
SALES TAX	n/a	n/a	n/a	n/a	n/a	n/a	n/a
TOTAL	\$ 206.28	Hourly	\$ 238.68	\$ 251.64	\$ 284.04	Hourly	Hourly

INTERNATIONAL JFK to NYC

	SEDAN	MERC	7 PAX	8 PAX	10 PAX	SUV	VAN
BASE	\$ 140.00	Hourly	\$ 165.00	\$ 175.00	\$ 200.00	Hourly	Hourly
20% SERVICE	\$ 28.00		\$ 33.00	\$ 35.00	\$ 40.00		
TOLLS	\$ 23.00		\$ 23.00	\$ 23.00	\$ 23.00		
8% FUEL & ADMIN	\$ 15.28		\$ 17.68	\$ 18.64	\$ 21.04		
INTERNATIONAL JFK/EWR/TEB to NYC	\$ 30.00		\$ 30.00	\$ 30.00	\$ 30.00		
SALES TAX	\$ 18.48		\$ 20.92	\$ 21.89	\$ 24.32		
TOTAL	\$ 254.76	Hourly	\$ 289.60	\$ 303.53	\$ 338.36	Hourly	Hourly

INTERNATIONAL EWR to NYC

	SEDAN	MERC	7 PAX	8 PAX	10 PAX	SUV	VAN
BASE	\$ 140.00	Hourly	\$ 165.00	\$ 175.00	\$ 200.00	Hourly	Hourly
20% SERVICE	\$ 28.00		\$ 33.00	\$ 35.00	\$ 40.00		
TOLLS	\$ 23.00		\$ 23.00	\$ 23.00	\$ 23.00		
8% FUEL & ADMIN	\$ 15.28		\$ 17.68	\$ 18.64	\$ 21.04		
INTERNATIONAL	\$ 30.00		\$ 30.00	\$ 30.00	\$ 30.00		
SALES TAX	n/a	n/a	n/a	n/a	n/a	n/a	n/a
TOTAL	\$ 236.28	Hourly	\$ 268.68	\$ 281.64	\$ 314.04	Hourly	Hourly

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OTHER INFORMATION

FLAT RATES:

For All Airport Arrivals (International and Domestic): Flights statuses are checked prior to dispatching a chauffeur to the airport. Flat Rates are granted if wait time (once contact is made with passenger either in person or by telephone) does not exceed **half hour grace period**. In excess of one half hour, flat rates revert back to applicable hourly rates. For security reasons, we do not have access to flight itineraries, and so we must be notified if your flight arrival information changes in order to avoid any additional charges.

For International Airport Arrivals: There is a \$60 extra charge for International Arrivals, which is included in the flat rate.

JFK – JET BLUE ARRIVALS - Additional \$25.00 Meet and Greet Fee applies for passengers arriving at JFK Airport on Jet Blue Airlines due to parking lot reconstruction.

JFK- DELTA INTERNATIONAL ARRIVALS - Additional \$25.00 Meet and Greet Fee applies for passengers arriving at JFK Airport on Delta International Airlines due to parking issues.

HOURLY RATES:

- Hourly or As Directed transfers are charged at the applicable hourly rate.
- Hourly rates are calculated from base to base, meaning from the time the vehicle leaves our garage to the time it returns.
- Parking, tolls, and other expenses are additional.
- Lincoln Sedans and L Series Sedans - 2 Hour Minimum
- 7-8-10 Stretch Limousines, Mercedes, SUV & Vans –3 Hour Minimum

OPTIONAL SERVICES

- On-site Dispatcher @ \$50.00/hr, 4hr min (Hotel/Conference Hall/Airport Sites)
- VIP Airport Meet and Greet, stationed at airport – greet & escort to vehicle(s)
 - Group arrivals @ \$50.00/hr, /greeter, 4hr minimum
 - Individual arrivals @ \$50.00 per arrival

INCLEMENT WEATHER:

- At times when inclement weather causes major flight delays and last minute cancellations, we do not hold our customers accountable for commercial flights that are cancelled at the last minute **as long as we are notified of this fact**. In order to avoid any No Show charges, we must be notified immediately of any itinerary changes or flight cancellations.

CANCELLATION / NO SHOW POLICY – ALL TRANSFERS

- **Cancellations** - 4 HOUR notice of cancellation required prior to the scheduled pick up time
- **Itinerary Changes** – Contact us at least 2 hours prior to scheduled pick-up to avoid additional charges or inconvenience
- **No shows** - subject to full charge – either the applicable flat rate or hourly minimum

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SPECIFIC MEETING POINTS AT AIRPORTS:

- Passengers are met by their chauffeurs inside the terminal unless the optional hired meet and greet services has been pre-arranged.
- **Domestic Flights** are met at the Baggage Claim Area
- **International Flights** are met outside of Customs
- **NEWARK** – All flights are met at the Ground Transportation Area
- **NEWARK - Continental Airlines** - There are several exits that bypass baggage claim – passengers must go to the baggage claim area to meet their driver or greeter.
- **JFK – American Airlines** - Passengers must collect luggage, exit baggage claim, and follow signs to “Meeting Point”
- **JFK – United Airlines** – Passengers must collect baggage first and then proceed down long corridor where they will be met by their chauffeur or a representative
- **JFK – JET BLUE ARRIVALS** - Additional \$25.00 Meet and Greet Fee applies for passengers arriving at JFK Airport on Jet Blue Airlines due to parking lot reconstruction.
- **JFK- DELTA INTERNATIONAL ARRIVALS** - Additional \$25.00 Meet and Greet Fee applies for passengers arriving at JFK Airport on Delta International Airlines due to parking issues.

PENN STATION

- Meet at “*Café 31 Restaurant*” at 220 West 31st Street - BET 7TH & 8TH Avenue (directly across from “the breezeway”)
- Directions are as follows: Upon exiting the train, follow signs to Madison Square Garden. You will come to a long escalator, go up the escalator and once at the top, you will be in what is known as the Breezeway. Once you step outside you will be at 7th Avenue and 31st Street. Make a right and go to 31st Street. Once on 31st Street walk towards 8th Avenue. There you will see a red awning indicating Café 31.