

**APPLICATION FOR TAXI TRANSFER SERVICE**

NAMES				Maximum three passengers per taxi – Please state Mr or Miss			
<b>Passenger 1</b> (name and mobile phone number)							
<b>Passenger 2</b> (name and mobile phone number)							
<b>Passenger 3</b> (name and mobile phone number)							
Date of flight arrival in the UK				Time of arrival <b>24 hour clock</b>			
Airport of Entry:				Terminal			
Flight Number							
Departing from:		Country				Airport	
Take to this address:							
Passenger 1 - Address							
Passenger 2 - Address							
Passenger 3 - Address							

Taxi booking details:	
Taxi company	Your taxi will be booked with: <b>HELENS AIRPORT CARS</b>
Telephone No.	01243 868999
NB	<p><b><u>Once landed, please make sure you turn on your mobile phone</u></b> The driver will meet you at the <b>Arrivals Information Desk</b> and will carry a sign with both your name written on it and the name <b>Helens Airport Cars</b>.</p> <p><b><u>PLEASE ENSURE THAT YOU ONLY APPROACH THE DRIVER CARRYING THE NAME OF THE ABOVE TAXI COMPANY. WE CANNOT BE RESPONSIBLE SHOULD YOU APPROACH ANOTHER DRIVER.</u></b></p> <p>Should you be delayed in any way after disembarking from the plane please contact the taxi company on the above number immediately (Do not contact the college)</p> <p>The driver will attempt to locate you via the airline carrier and will wait for 75 minutes after you should have cleared immigration. They will then contact their main office to see if there has been any message from you or your agent to explain your absence. The driver will only leave the airport after making all the above checks.</p>
Payment Gatwick	This will be approximately <b>£110</b> for the taxi (not per person) and £15 per hour waited.
Payment Heathrow	This will be approximately <b>£125</b> for the taxi (not per person) and £15 per hour waited.
Payment Stansted	This will be approximately <b>£210</b> for the taxi (not per person) and £15 per hour waited.
<b>Chichester College will invoice you for this service – you will not need to pay the taxi driver</b>	

Note to agents: please ensure that all passengers are given a copy of this form once booking is confirmed