



100 Hanlan Drive, Unit 3
Vaughan, Ontario, L4L 4V8

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Website: www.dignitytransportation.com

Tel: (416) 398-2222
Fax: 1 (866) 849-5869

Toll Free: 1 (866) 398-2109

REQUEST FOR DIRECT BILLED INSURANCE ACCOUNT

Insurance Company Information			Date:
Bill To:		Contact Name:	
Unit No./Suite	Street Address	City	
Province	Postal Code	E-Mail Address	E-Mail Invoices and Back-up <input type="checkbox"/> Yes <input type="checkbox"/> No
Home Telephone Number	Business Telephone Number	Mobile Number	
Claim Number:			

Customer Information

Name:		
Unit No./Suite	Street Address	City
Buzzer Number:	Home Telephone Number	Mobile Number
E-Mail Address:		
Customer Requires Wheel-Chair Accessible Vehicles	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Who Will Be Booking The Trips	<input type="checkbox"/> CUSTOMER <input type="checkbox"/> INSURANCE/REHAB	

Please fill out if someone other than the adjuster listed above is filling out this form

Person Setting Up Account	E-Mail Address		
Company			
Unit No./Suite	Street Address	City	
Province	Postal Code	Country	
Business Telephone Number	Mobile Number	Fax Number	

Are There Any Restrictions To Travel	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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IF YES, PLEASE LIST

Medical Appointment Only	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Restricted To Specific Addresses	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If Restricted To Specific Addresses, Please List (please attach additional addresses)

Unit No./Suite	Street Address	City
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Unit No./Suite	Street Address	City
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Unit No./Suite	Street Address	City
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Maximum Monthly Travel Amount	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If Restricted, Please Provide Maximum Amount	\$
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Other Restrictions

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TERMS AND CONDITIONS

- 1) All pricing will be as per the most recently published Dignity Transportation Inc price list.
- 2) A gas surcharge may be charged as per said price list.
- 3) No show, cancelled at the door and short cancellation fees will be charged as per Dignity Transportation Inc policy.
- 4) No account may be cancelled retroactively
- 5) The Insurance Company is responsible for payment on the account until Dignity Transportation Inc receives a written cancellation.
- 6) If there is a dispute on a charge, it must be forwarded in writing within 45 days of date of invoice or it will not be accepted and the full charge will be due and payable.
- 7) Dignity Transportation Inc will measure all distances using appropriate computer software and charge accordingly.
- 8) Terms of payment are net 30 days from date of invoice and an overdue fee of 2% per month will be charged on late payments.
- 9) From time to time due to unusual weather or road conditions the vehicle may be late and Dignity Transportation Inc does not accept any responsibility in late arrival or no show fees administered to the client.
- 10) Orders will only be accepted by the authorized person or persons. These orders may be emailed, faxed or phoned in.
- 11) 3rd party billing must be approved by the 3rd party.
- 12) Should legal action be required to collect an over due account, the insurance company is responsible for said expenses.

The undersigned acknowledges that they have the authority to open this account on behalf of the previously named insurance company.

Insurance Adjuster Name	Signature of Insurance Adjuster
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