

Prepare a corporate or group transport request

A precise brief helps feasibility and pricing move faster. Tick the information available and attach this worksheet to your request.

1 · Mission ☐ Type: employees / airport / group / event / visitors ☐ Single date or operating period ☐ One-way, return or rotations ☐ Purpose and acceptable timing flexibility	2 · Route ☐ Exact addresses and access landmarks ☐ Stop order and final destination ☐ Pickup times and required arrival time ☐ Expected waiting or parking time
3 · Travellers ☐ Headcount per departure or rotation ☐ Luggage and equipment ☐ Accessibility requirements ☐ Passenger list or identification process	4 · Operations ☐ Decision-maker and on-site contact ☐ Site access, permits or badges ☐ Coordination channel: phone / WhatsApp / email ☐ Procedure for delays or changes

Additional notes

Do not assume availability: date, area, vehicle and capacity are confirmed in the written proposal.