# 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.