



PRESTIGE WORLDWIDE TRANSPORTATION LLC

AFFILIATE AGREEMENTS
AFFILIATE NON-DISCLOSURE AGREEMENT
AFFILIATE ACCOUNT APPLICATION
AFFILIATE RATES

Denver, CO 80247
888-346-9143 or 303-748-0132
info@prestigeworldwidetransportation.com



PRESTIGE WORLDWIDE TRANSPORTATION LLC

Affiliate Agreement

Welcome to Prestige Worldwide Transportation's Affiliate Network. Please take a moment to review this Affiliate Agreement, sign, and email it to info@prestigeworldwidetransportation.com.

Our mission at Prestige Worldwide Transportation is to provide **The Most Professional Transportation Experience** in the world. Our goal is to offer our valued clients New and Luxurious Vehicles with Prompt, Courteous Chauffeurs and The Highest Quality of Personalized Service in the industry.

We wish to develop a longstanding and mutually beneficial relationship with your Company. The success of this relationship depends upon the level of service our clients, as well as, the honest and thorough communication between our companies. As an Affiliate of Prestige Worldwide Transportation, your company will be representing us in your community. In an effort to meet our clients' expectations, we've put together this list of criteria that is essential to us in your performance. In return, you can rest assured that the same level of service will be provided to your clients.

Insurance & Licensing Requirements:

- Affiliates must maintain liability insurance of a least one point five million dollars (\$1,500,000). A copy of the insurance certificate must be provided and Prestige Worldwide Transportation LLC must be listed as a named insured.

Please send a copy of the insurance certificate to:
Prestige Worldwide Transportation LLC
1229 South Dayton Court, Unit 314
Denver, CO 80247

- All affiliates must be fully licensed and insured for Livery Operations.

Vehicle and Chauffeur Requirements:

- Vehicles used for Prestige Worldwide Transportation jobs must be black, clean, properly fueled, and properly maintained.
- Chauffeurs are required to wear black pants, white shirt, black tie and black shoes.
- Chauffeurs must maintain a neat, professional, and groomed appearance and speak clear English.

Standards of Service Requirements:

- Reservations may not be subcontracted to another company without prior authorization from Prestige Worldwide Transportation.
- No vehicles may be upgraded and/or substituted without prior authorization from Prestige Worldwide Transportation.
- Unless otherwise specified, chauffeurs must use a Prestige Worldwide Transportation sign (attached) with the passenger name for all pick-ups.
- Affiliate/Chauffeurs may not distribute business cards unless they read Prestige Worldwide Transportation.
- On airport arrivals, it is the Affiliate's responsibility to track and update the flight information. Vehicles should be on location 15 minutes prior to the scheduled pick-up time and 30 minutes prior on all FBO pick-ups.
- Chauffeurs must be prepared for the job with mapped out directions and should never ask the client for directions (unless otherwise instructed by Prestige Worldwide Transportation).
- **Confidentiality is a requirement.** Conversation should be casual and kept to a minimum. Chauffeurs should not discuss any negative or controversial subjects.
- Chauffeurs may not ask Prestige Worldwide Transportation's clients for payment of any type, including gratuity.
- Affiliate may not solicit business from Prestige Worldwide Transportation's clients.
- Prestige Worldwide Transportation must be notified immediately of any additional stops or changes in itinerary. This includes any additional trips requested by the client.
- Vehicles may not be released from a job without prior authorization from Prestige Worldwide Transportation. Affiliate shall honor a two (2) hour cancellation policy without any penalties.

Communications Requirements:

- If the chauffeur is not able to make contact with the client, Prestige Worldwide Transportation must be notified immediately.
- Chauffeurs are required to notify Prestige Worldwide when on site. Failure to do so will result in non-payment of any wait time.
- Any service issues must be reported to Prestige Worldwide as they occur.
- Negotiated rates shall be valid for a minimum of twelve (12) months.
- Upon completion of each job, an invoice from the affiliate must be submitted to Prestige Worldwide by 5:00PM MST the next day. Invoices may be emailed to info@prestigeworldwidetransportation.com.
- **All invoices reflecting wait time charges "must" also reflect the time the passenger got into the vehicle.**
- All invoices for affiliate services must be billed through Prestige Worldwide Transportation. Nothing shall be directed to the client.
- Payments will be sent by Prestige Worldwide Transportation upon successful submission of an invoice with detailed charges and will either be paid by check or credit card.

It is of the utmost importance that you keep us informed of any service issues that may arise. We are depending on your professionalism to provide the level of service our clients have come to expect from us. By adhering to the above and keeping the communication between our companies opened and

honest, we can ensure clients' satisfaction. Once again, welcome to our Affiliate Network. We look forward to working with your company for many years to come.

Acknowledge by:

Signature: _____

(Prestige Worldwide Transportation LLC)

Title: _____

Signature: _____

(Affiliate)

Title: _____

Date: _____



PRESTIGE WORLDWIDE TRANSPORTATION LLC

Affiliate Non-Disclosure Agreement

The undersigned, _____, in consideration for and as a condition of my initial and/or continued engagement as an affiliate (the “**AFFILIATE**”) of Prestige Worldwide Transportation LLC (the “**COMPANIES**”), hereby agrees with the company as follows:

1. **Non-Disclosure Obligation** – The AFFILIATE shall not, during or after the termination of this Agreement, under any circumstances (other than to advance and/or promote the COMPANIES), reveal to any, commercial and noncommercial, person and/or entity any confidential business information concerning the COMPANIES: marketing plans and strategies; pricing and costing policies; confidential information of the Companies’ suppliers; customers and partners; customer and supplier lists and accounts; or nonpublic financial information of the Companies so far as they have come or may come to the Affiliate’s knowledge, except as may be required in the ordinary course of performing his duties as an Affiliate of the Companies. This restriction shall not apply to: (i) information that may be disclosed generally or is in the public domain through no fault of the Affiliate; (ii) information received from a third party outside the Companies that was disclosed without a breach of any confidentiality obligation; (iii) information approved for release by written authorization of the Companies; or (iv) information that may be required by law or an order of any court, agency, or proceeding to be disclosed. All matters entrusted to the AFFILIATE of such nature shall be kept secret. Such information shall not be used or disclosed for the benefit of any third party in any manner, which may injure or cause loss, directly or indirectly, to the COMPANIES.
2. **Non-Solicitation** – For the term covered in this Agreement and for a period of one (1) year after the termination of this Agreement (regardless of reason), the AFFILIATE, either for himself or for any other commercial enterprise, shall not solicit, divert, or take away or attempt to solicit, divert, or take away, any of the COMPANIES’ customers, business, or prospective customers in existence at the time of termination of this Agreement on behalf of any competitive organization to the COMPANIES. For the purpose of this Agreement, “prospective customers” shall include those customers being solicited by the COMPANIES at the time of the AFFILIATE’S termination. For the term covered in this Agreement and for a period of one (1) year after termination of this Agreement (regardless of reason), the AFFILIATE shall not solicit or discuss with any of the COMPANIES’ employee(s) the employment of such COMPANIES’ employee(s) by any commercial enterprise (whether or not competitive to the COMPANIES’ business), other than that of benefit to the COMPANIES, nor recruit, attempt to recruit, hire, or attempt to hire any such COMPANIES’ employee(s) other than on behalf of the COMPANIES.

3. **Renewal** – This Agreement is valid for one (1) year from the date signed. The AFFILIATE and COMPANIES will declare its intention to renew or not renew this Agreement sixty (60) days prior to its expiration.
4. **Assignment** – AFFILIATE shall not have the right to assign this Agreement or its rights or obligations hereunder to any third party with the prior written consent of COMPANIES which may not be unreasonably withheld by the COMPANIES. If the COMPANIES are sold or otherwise transferred to a third party, this Agreement may be assigned to such transferee without need for consent from AFFILIATE, and AFFILIATE agrees to be bound by such assignment, provided all of the terms and conditions stated herein remain the same.
5. **Mutual Indemnity** – Each party shall indemnify, defend, and hold harmless the other party hereto and its directors, officers, employees, agents, shareholders, affiliates, successors, and assigns from any and all claims, suits, actions judgements, damages, settlements, liabilities, and expenses of legal defense including reasonable attorneys’ fees (collectively “Damages”), directly or indirectly, arising out of the breach of this Agreement by, or the negligence or willful misconduct of the indemnifying party.
6. **Notice** – All notices to be given under this Agreement shall be in writing and delivered to AFFILIATE or COMPANIES, to the attention of the President of AFFILIATE or COMPANIES as applicable, at their respective address first set forth herein. Notices shall be hand delivered or sent by certified mail, registered mail, federal express, or similar courier and shall be deemed given when so delivered or mailed. Either party hereto may change the place for the giving notice to it and add addresses by the like written notice to the other so long as notice is given to provider hereunder.
7. **Fully Integrated Agreement** – This Agreement constitutes the full and complete understanding and agreement of the parties, supersedes all prior understandings and agreements relating to the subject matter of this Agreement (whether written or oral), and can be changed only by an agreement in writing signed by both parties.
8. **Remedies upon Breach** – The AFFILIATE agrees that any breach of this Agreement by the AFFILIATE could cause irreparable damage to the COMPANIES. The COMPANIES shall have, in addition to any and all remedies of law, the right to an injunction or other equitable relief to prevent any violation of the AFFILIATE’S obligations hereunder.

***IN WITNESS WHEREOF**, the undersigned AFFILIATE and the COMPANIES have executed this Agreement as of this _____ day of _____, 20____.*

**PRESTIGE WORLDWIDE TRANSPORTATION LLC
 1229 S Dayton Court UNIT 314
 DENVER, CO 80247**

AFFILIATE:

By: _____
 AFFILIATE

 Signature

Title: _____

 Print Name



PRESTIGE WORLDWIDE TRANSPORTATION LLC

NEW ACCOUNT APPLICATION

**Billing Preference:
Credit Card**

Company _____ Contact _____

Address _____

City _____ State _____ Zip Code _____

Telephone # _____ Fax # _____

Email Address _____

Type of Business _____

Number of Years In Business With Company Name Listed Above _____

Special Requests, Preferences and Comments:

Information for Credit Card Billing:

See Attached Form

List of personnel Authorized to Charge Transportation Services to this Account:

Name _____ Phone _____

Attach additional name and phone numbers if necessary

Authorized Signature:

_____ Date _____



PRESTIGE WORLDWIDE TRANSPORTATION LLC

NEW ACCOUNT CREDIT CARD AUTHORIZATION FORM

*This form shall constitute authorization to charge the card listed below for any and all open balances
This authorization, once signed, is valid whether or not a charge slip / imprint has been signed.*

All information is kept confidential.

Please enclose a copy of the front and back of the credit card for our records.

Visa MasterCard American Express Discover

Name of Credit Card Holder: _____ Expiration Date: _____

Credit Card Number: _____ CVV Code: _____
(3 #'s located on the back of card or 4 #'s on front of card on AMEX cards)

Holder Phone #'s – Home _____ Work _____ Cell _____

Credit Card Billing Address: _____

City / State / Zip: _____

One of the following must be marked:

****Passenger(s) has full authorization for any and all (additional) service requests:**

_____ **YES** _____ **NO**

Cardholder agrees to pay total amount due according to card issuer agreement

Cardholder's Signature: _____ Date: _____

If for any reason amount due is not paid, I agree that I will be liable for any and all reasonable legal and collection fees in addition to account balance.

****Cancellation Policy:** Airport services cancelled two (2) hours prior (or less) to the scheduled pick-up time will be subject to a cancellation fee (regular transfer rate) plus any incidentals and/or special items purchased for that service. **ALL OTHER SERVICES WE MUST HAVE A 48 HOUR NOTICE OF CANCELLATION TO AVOID BEING CHARGED THE FULL RATE QUOTED.**