

**CUSTOMER INFORMATION**

Victoria Streiff  
Victoria\_Streiff@dekalbschoolsga.org  
(000) 000-0000

**SUBMIT TO**

R&W Motorcoach Inc  
PO Box 450446  
Atlanta, GA 31145  
sales@randwmotorcoach.com

**PAYMENT TERMS**

**📌 Complete by 7/29/25 to reserve your vehicles.**

JA Biztown	\$143,100.00
JA Finical Park	\$137,700.00
<b>Quote Total</b>	<b>\$280,800.00</b>
<b>Overage Rate</b>	<b>\$150.00/hour</b>
<hr/>	
JA Biztown Due Now	\$35,775.00
JA Biztown Due 9/9/25	\$107,325.00
JA Finical Park Due Now	\$34,425.00
JA Finical Park Due 9/9/25	\$103,275.00
<b>Total Due Now</b>	<b>\$70,200.00</b>

**JA Biztown**

Trip Type	Passengers	Vehicles	Drivers	Recurrences															
Round Trip	56	66 Charter Bus	66	1 day															
<table border="0"> <tr> <td style="text-align: center;"><b>1</b></td> <td> <p>Henderson Middle School 2830 Henderson Mill Rd, Atlanta, GA 30341, USA Separate reservations will be made for each school at a later date</p> </td> <td> <p><b>Pickup → Depart</b> Tue, 9/23/25 8:00am EDT → 8:30am EDT</p> </td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>2</b></td> <td> <p>Georgia World Congress Center 285 Andrew Young International Blvd NW, Atlanta, GA 30313, USA</p> </td> <td> <p><b>Dropoff</b> Tue, 9/23/25 9:25am EDT</p> </td> <td> <p><b>Pickup</b> Tue, 9/23/25 1:30pm EDT</p> </td> <td></td> </tr> <tr> <td style="text-align: center;"><b>3</b></td> <td> <p>Henderson Middle School 2830 Henderson Mill Rd, Atlanta, GA 30341, USA</p> </td> <td> <p><b>Dropoff</b> Tue, 9/23/25 2:00pm EDT</p> </td> <td></td> <td></td> </tr> </table>					<b>1</b>	<p>Henderson Middle School 2830 Henderson Mill Rd, Atlanta, GA 30341, USA Separate reservations will be made for each school at a later date</p>	<p><b>Pickup → Depart</b> Tue, 9/23/25 8:00am EDT → 8:30am EDT</p>			<b>2</b>	<p>Georgia World Congress Center 285 Andrew Young International Blvd NW, Atlanta, GA 30313, USA</p>	<p><b>Dropoff</b> Tue, 9/23/25 9:25am EDT</p>	<p><b>Pickup</b> Tue, 9/23/25 1:30pm EDT</p>		<b>3</b>	<p>Henderson Middle School 2830 Henderson Mill Rd, Atlanta, GA 30341, USA</p>	<p><b>Dropoff</b> Tue, 9/23/25 2:00pm EDT</p>		
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		Charge/Payment	Notes	Amount															
		Base Fare		\$143,100.00															
		<b>Trip Total</b>		<b>\$143,100.00</b>															

JA Finical Park

Trip Type	Passengers	Vehicles	Drivers	Recurrences
Round Trip	56	63 Charter Bus	63	1 day
<b>1</b>	<p>Sequoyah Middle School 3456 Aztec Rd #2702, Doraville, GA 30340, USA</p> <p>Separate reservations will be made for each school at a later date</p>	<p><b>Pickup → Depart</b> Tue, 9/23/25 8:00am EDT → 8:30am EDT</p>		
<b>2</b>	<p>Georgia World Congress Center 285 Andrew Young International Blvd NW, Atlanta, GA 30313, USA</p>	<p><b>Dropoff</b> Tue, 9/23/25 9:21am EDT</p>	<p><b>Pickup</b> Tue, 9/23/25 1:30pm EDT</p>	
<b>3</b>	<p>Sequoyah Middle School 3456 Aztec Rd #2702, Doraville, GA 30340, USA</p>	<p><b>Dropoff</b> Tue, 9/23/25 2:00pm EDT</p>		
		Charge/Payment	Notes	Amount
		Base Fare		\$137,700.00
		<b>Trip Total</b>		<b>\$137,700.00</b>

**TERMS AND CONDITIONS**

Terms and Conditions:

Refund and Payment Policy

Deposits payments are non-refundable.

A deposit of 25% of the total will be required to reserve a coach bus. The balance is to be paid two weeks prior to departures. Payments will be refunded if canceled two weeks or more prior to departure date. Deposit is forfeited if after the time.

Please sign the agreement, enclose payment as noted and return to the address included. If paying by check, please write the charter number on the check. Your cost is based on the services details and is subject to change in accordance with actual itinerary.

This company reserves the right to lease equipment from other companies in order to fulfill this agreement. This company shall not be liable for any item left on the coach. Any damage to the coach, by group, will be charged to charter party.

We cannot guarantee the assignment of requested driver(s) or coach(es). A signed contract and a deposit will confirm your reservation and acknowledge your acceptance of the contract conditions.

# Terms and Conditions

Thank you for choosing R & W Motor Coach Inc, for your transportation needs. We have more than 20 years of hands-on experience in the ground transportation industry and are committed to giving you a safe first-class transportation experience. This document sets forth the terms and conditions of the agreement between you (the "customer" or "you") and R & W Motor Coach Inc. This agreement, when signed, binds you and your agents, heirs, and assigns to all terms set forth herein. To ensure the highest levels of customer service, we will assign you a project manager within 48 hours after receipt of your confirmation. To track, pay, or make changes to your itinerary, please use our online system at [sales@randwmotorcoach.com](mailto:sales@randwmotorcoach.com). If you have additional questions, please contact your project manager by email.

**Federal Motor Carrier Safety Administration Regulations:**

The F.M.C.S.A. has specific hours of service rules to protect both the customers who ride our motorcoaches and the company. Drivers are limited to 10 hour driving periods after which they must have eight (8) consecutive hours of off duty time. Drivers are not allowed to deviate from the charter orders as stated in the charter contract without prior office approval. Additional hours will be billed at \$75 per hour to the chartering customer

- All trips which exceed 15 hours of on-duty time and or 10 hrs. of drive time in a 24-hr. period require the driver to have eight (8) hours of off-duty time. The customer shall bear all responsibility for ensuring that enough time is built into the travel to arrive at all venues as scheduled. R&W Motor Coach Inc shall not be liable for any incidental, consequential, or special damages, whether foreseeable or not, as a result of such delay. If changes are made to an itinerary after booking, R&W Motor Coach Inc reserves the right to deny changes and or update the price to reflect said changes.
- R&W Motor Coach Inc requires a copy of the front and back of any credit card being used for payment of services rendered, as well as a copy of the driver's license of the cardholder, should the total cost of the charter exceed \$3,000 (three thousand dollars).
- R&W Motor Coach Inc is not responsible for any travel disruptions caused by depots that have been put out of service by the Federal Motor Carriers Safety Administration (FMCSA) because of safety or insurance reasons.

**Liabilities, Delays and Travel Schedules:** R & W Motor Coach Inc. will not be liable for delays caused by an Act of God, accidents, breakdowns, poor road conditions, weather, traffic, and/or any other condition beyond the control of R & W Motor Coach, Inc. There is no stated or implied guarantee to arrive or depart from any location at a specified time. If the group must arrive at a destination at a specific time the itinerary developed by the chartering group must allow for sufficient travel time, including weather and traffic delays, road construction, meal and rest stops, loading/unloading of the motorcoach and any other concerns that may impact the travel schedule.

**Smoking and Tobacco Products:** There is no smoking of tobacco products or electronic cigarettes on board the motorcoach or within 25 feet of the entrance(s) of the motorcoach. There is no chewing tobacco allowed on the motorcoach.

**Baggage:**

All baggage will be loaded/unloaded up to 50lbs under the supervision of the driver. 1 luggage underneath and 1 carry-on. Any damage done to baggage during loading/unloading is not the responsibility of R&W Motor Coach Inc. Baggage and other equipment stowed in the luggage bays can shift during transport. Any items damaged that are not in steel flight cases will not be the responsibility of R&W Motor Coach, Inc. All baggage must be removed from the motorcoach each night. Should a group request to leave luggage or other items on board the motorcoach overnight, they do so at their own risk. R&W Motor Coach Inc. is not responsible for any items that are lost or stolen while on board the motorcoach. **Lost or Stolen Articles:** Items that have been left on the motorcoach will be kept for a period of seven days. After that time the articles will be donated or disposed of. Any items that are lost or stolen are not the responsibility of R&W Motor Coach Inc.

# First-Come, First-Served Policy

All R&W Motor Coach charter services are reserved on a first-come, first-served basis. R&W Motor Coach reserves the right to cancel your reservation if a requested vehicle is unavailable, has mechanical problems, or if you have not made all required payments by the agreed-upon dates. If your requested vehicle is unavailable, R&W Motor Coach Inc may seek alternative vehicles to accommodate your travel needs. If securing a replacement vehicle results in additional charges, you may accept the new vehicle and new rates or cancel the contract without incurring a cancellation fee.

## Final Confirmation

Once your reservation is confirmed, R&W Motor Coach Inc will email you a charter confirmation. Any modifications or changes to the final confirmation must be made within 48 hours of receipt of the confirmation. R&W Motor Coach Inc shall not be required to honor any changes made more than 48 hours after final confirmation, including changes in pick-up times, locations, and type of vehicle. You may also incur change fees as documented below.

## Cancellation Policy

The Cancellation Policy applies to all clients including those clients that reserve vehicle less than 28 days of departure. R & W Motor Coach Inc must receive all cancellation requests in writing stating the charter number, departure date and reason for cancellation via email at [sales@randwmotorcoach.com](mailto:sales@randwmotorcoach.com). Verbal cancellation requests will not be accepted as valid. To be valid a cancellation must be made by the person whose name appears on the contract. Charters are subject to cancellation by R & W Motor Coach Inc if payments are not made by due date. Cancellations over 28 days prior to departure date are subject to 5% of the total cost of trip up to \$250. Cancellations made 28 to 15 days prior to the departure date are subject to 25% of total trip cost. Cancellations made 14 to 8 days are subject to the loss of 50% of the total charter cost. Cancellations made 7 days to 72 hours are subject to the loss of 75% of the total charter cost. Cancellations made within 72 hours are subject to the loss of 100% of total charter cost. Refunds can take up to 120 days to process.

Once you agree to terms and conditions, should you choose to cancel while your reservation is still in processing up to 7 business days after booking you will still be liable for a cancellation fee based on the cancellation policy.

If the client does not return a phone call or email from R & W Motor Coach Inc for at least 14 days R & W Motor Coach Inc has the right to cancel any reservation and keep 75% of the charter costs.

## Change Policy

If you make any modifications (including first changes) to your itinerary affecting pickup and drop-off times, R & W Motor Coach Inc reserves the right to adjust the total cost of your charter to reflect the changes.

All changes to your itinerary, including any revised pickup or drop-off times or locations, must be submitted to R & W Motor Coach Inc at least 7 (seven) business days prior to your charter departure date. No change or modification shall be valid unless and until approved by R & W Motor Coach Inc. Any requested changes will be subject to availability.

There is no change fee for your first itinerary change unless the requested changes affect pickup or drop-off times, stops or distance traveled. All subsequent changes to your itinerary will incur a fee:

- All subsequent itinerary changes made more than 5 days prior to departure date that do not affect times, stops or distance will incur a \$75 (seventy-five dollar) change fee
- All subsequent itinerary changes made 5 days or less before your departure date that do not affect times, stops or distance will incur a \$100 (one hundred dollar) change fee

You must make all itinerary changes online. If you cannot do so and require R & W Motor Coach Inc to make the changes, you will be assessed an

additional administrative fee of \$49.99 for every change. If the changes are made less than 14 days prior to departure, an administrative fee of \$149.99 will be charged.

All time shall be rounded up to full hours and all mileage is on a round-trip basis.

If you modify the vehicle that has been reserved for your trip, please note that pricing may change based on vehicle type and availability.

Changes to travel dates made more than 30 days prior to your departure date will be assessed a \$350 change fee and will be subject to vehicle availability. Changes to travel dates made less than 30 days prior to your departure date are considered a cancellation (as set forth above) and will require rebooking. R & W Motor Coach Inc reserves the right to charge different rates based on current market conditions. If you book a new departure date, but cancel that date, the cancellation fee shall be based on your original departure date.

## Mechanical Issues

R&W Motor Coach Inc shall not guarantee refunds if your trip is affected by mechanical or service issues and shall retain, at its sole discretion, the right not to make any refunds whatsoever. If a vehicle supplied by R&W Motor Coach Inc develops or experiences mechanical, electrical or other problems that render it inoperable, R&W Motor Coach Inc shall, at its sole discretion, provide you another vehicle, of similar quality and cost, to complete the charter. The replacement vehicle shall satisfy R&W Motor Coach Inc contractual obligation. There shall be no refund when an alternate vehicle is provided. In the event that one or more electrical systems, including climate control, restroom facilities, radio, television, GPS or other electronic devices, shall malfunction, R&W Motor Coach Inc sole liability in such an instance shall be limited to 5 (five) percent credit of the total cost of the charter. Credits are good for 1 year after the release form is signed & shall only apply to future charters.

Should R&W Motor Coach Inc be solely responsible for a delay or failure to meet time requirements, other than as a result of weather, road, traffic conditions or other causes outside of the control of R&W Motor Coach Inc liability shall be limited to the following:

For any day trip, liability shall be limited to 5 (five) percent of the charter cost for a specific vehicle for each 30-minute period for which that vehicle is late, starting 30 minutes after picking up time. The total liability shall not to exceed 20 (twenty) percent of the total charter cost.

Credits are good for 1 year after the release form is signed & shall only apply to future charters.

For any overnight trip, liability shall be limited to 5 (five) percent of the total charter cost for a specific vehicle divided by the number of days set forth under Customer's fully executed final confirmation for each 30-minute period for which that vehicle is late, starting 30 minutes after pickup time. Liability shall not exceed 20 (twenty) percent of the total charter cost divided by the number of days specified in the Customer's executed final confirmation. Credits are good for 1 year after the release form is signed & shall only apply to future charters.

## State Of Emergency Cancellation

If charter is canceled due to a state of emergency R&W Motor Coach Inc will offer a credit on a future trip. This credit will be good for 1 year.

## Interest

All payments due to R&W Motor Coach Inc shall accrue interest at a rate of 1.5 (one and one-half) percent per month, commencing **30** (thirty) days after an invoice is issued.

## Overtime

Overtime is available at the drivers' and at R & W Motor Coach Inc' discretion. Your cost is based on the services detailed in your final confirmation and is subject to change in accordance with the actual itinerary. Overtime charges shall be assessed at:

- \$87.50 (ninety-five dollars) per half hour 56 passenger coaches
- \$175 (one hundred seventy-five dollars) per half hour for buses

# Food and Alcohol Policy

You must notify R&W Motor Coach Inc in advance if you plan to bring food or beverages on your coach. R&W Motor Coach reserves the right to deny your request and/or to require an additional security deposit. No smoking, sexual activity or use of illegal drugs are allowed on your coach at any time. Any alcohol consumption on a R&W Motor Coach Inc charter is subject to applicable laws and affiliate bus operator rules. Alcohol may not be consumed by or served to any passengers on your coach unless all passengers are twenty-one (21) years of age or older. R&W Motor Coach Inc, its affiliates, and its employees reserve the right, in their sole discretion, to refuse service to or expel from a coach any member of your group whose conduct is deemed inappropriate or poses a hazard to other passengers, the driver or the vehicle. R&W Motor Coach also reserves the right to terminate the charter bus trip at any time because of violation of food and/or alcohol policies. R&W Motor Coach Inc may exercise this right by dropping you off at your home, the nearest police station or any previously agreed upon location. You may not bring or possess glass containers or kegs on the coach at any time. R&W Motor Coach Inc reserves the right to assess an additional surcharge for a cleaning fee, should the cleanup time be more than customarily required:

- The cleaning of vomit or other bodily fluids is a health and safety issue for subsequent passengers—you will be assessed a \$250 (two hundred fifty dollar) service charge each time vomit or other bodily fluids must be cleaned up or removed.
- You will be assessed a \$200 (two hundred dollar) service charge for every instance that spilled alcoholic beverages must be cleaned up or removed.
- You shall be responsible for any and all damage to the vehicle caused by any member of your group. The amount of the repairs will be assessed once a damage estimate has been obtained.
- **Liability:**
- R&W Motor Coach Inc, Inc. reserves the right to terminate service if the safety of drivers, passengers or the vehicle becomes compromised. Passengers deemed a safety threat may be removed from the vehicle at any time, without prior notice, without liability to R&W Motor Coach Inc. The customer shall be responsible for the conduct of the passengers on the trip, both on and off the motorcoach. The carrier will not be liable for any personal injury or property damage caused by any conduct or misconduct of any member of the group being transported and the customer agrees to indemnify and hold harmless the carrier from any liability or damage the carrier may suffer as a result of claims, demand, costs, or judgments against the carrier arising out of the conduct or misconduct of the charter party's passengers. The customer releases and holds R&W Motor Coach, Inc. its agents and employees harmless from all claims for loss or damage to any person or property caused by the conduct or misconduct of the customer.

## Special Requests

R&W Motor Coach Inc will do its best to accommodate special requests including but not limited to Wi-Fi, power outlets, TV, Video, address systems, bathroom or other facilities and equipment. However, not all vehicles are equipped with every amenity. The failure of a vehicle to be equipped with specific amenities shall not be deemed an event of default by R&W Motor Coach Inc This exemption shall not apply to specific requests for ADA accessible vehicles.

## Seating and Safety Concerns:

Each passenger on board the motorcoach is required to have their own seat. The stated capacity of the vehicle cannot be exceeded. If a passenger is required to be in a car seat because of their size/age, the group must provide a legal car seat which will be located in a seat at the rear of the motorcoach. R&W Motor Coach Inc. seatbelt policy states that any vehicle equipped with three-point seatbelts requires that the occupant of the seat wear the seatbelt. Failure to do so by the occupant releases R&W Motor Coach, Inc. from any/all liability associated with an injury sustained by said occupant. All passengers are required to stay seated while the motorcoach is moving. Chartering groups are required to provide adequate supervision and discipline. Should you experience a problem during your travel, please email our office [sales@randwmotorcoach.com](mailto:sales@randwmotorcoach.com) or call the office 770-413-9676.

A deposit of 25% of the total will be required to reserve a coach bus. The balance is to be paid two weeks prior to departures. Payments will be refunded if canceled two weeks or more prior to departure date Deposit is forfeited if after the time.

Please sign the agreement, enclose payment as noted and return to the address included. If paying by check, please write the charter number on the check. Your cost is based on the services details and is subject to change in accordance with actual.

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JA Finical Park Due 9/9/25	\$103,275.00
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<b>Total Due Now</b>	<b>\$70,200.00</b>

**Payment Policy**

All bookings must be paid 14 days prior to the pickup date to reserve a bus. Bookings made within 30 days of the trip must be paid in full. Refund Policy: No refunds will be issued for no-shows or for trips cancelled within 48 hours of the pickup date. Trips cancelled more than 14 days prior to pick up are eligible for a 50% refund. Trips cancelled between 48 hours and 7 days of pickup is nonrefundable. Driver's rooms and Gratuity is not included unless otherwise negotiated.

**CARD** - 4.0% processing fee

Card Number	
Expiration	CVC
Name on Card	
Street Address	
State	ZIP

4% CC fee applies for Card Use

**Bank** - 0.0% processing fee

Account Holder Name
Account Number
Routing Number

Checking  Savings

Payment instructions will be shared separately.

**OTHER PAYMENT METHODS**

**CHECK** - 0.0% processing fee

Payment instructions will be shared separately.

**WIRE** - 0.0% processing fee

Payment instructions will be shared separately.

**OTHER** - 0.0% processing fee

Payment instructions will be shared separately.

**By signing below, you agree to the above terms and approve payment**

Signature	Print Name	Date
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