

## TRANSPORTATION QUOTE/ORDER FORM

To receive a quote for your bus transportation request, please complete Sections 1 and 2 below and then e-mail this to ICS at **Orders@nyics.org**. ICS will secure price quotes for you (Section 3) and return the form to you in order for you to select your vendor for this charter. (**NOTE**: You may TYPE directly on to this form and save the file as a document before emailing it back to Orders@nyics.org).

### Section 1:

**ORGANIZATION:** \_\_\_\_\_

**DATE OF TRIP:** \_\_\_\_\_ **RETURN DATE:** \_\_\_\_\_

**INITIAL PICK UP ADDRESS:** \_\_\_\_\_ **Time of Pickup:** \_\_\_\_\_

**DESTINATION ADDRESS:** \_\_\_\_\_

**RETURN ADDRESS:** \_\_\_\_\_ **Time of Return:** \_\_\_\_\_

**IF THERE ARE MULTIPLE STOPS FOR THIS TRIP, CONTACT OUR CUSTOMER CARE GROUP AT 646-794-2600.**

### Section 2: TRIP DETAILS

**REQUESTED VEHICLE:** \_\_\_\_\_ **COACH BUS** \_\_\_\_\_ **SCHOOL BUS** \_\_\_\_\_

**TOTAL NUMBER OF BUSES:** \_\_\_\_\_ **NUMBER OF PASSENGERS:** \_\_\_\_\_

**TEL NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**CONTACT E-MAIL:** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

(Please print)

### Section 3: ICS use only

Indicate the vendor you have selected by checking the appropriate box (to the right) and by signing the form at the bottom; send to ICS: email - **Orders@nyics.org**. We will promptly process your order.

select quote

_____ <b>PRICE QUOTED:</b>	_____	_____	_____
	per bus	# of Buses	Total Cost
_____ <b>PRICE QUOTED:</b>	_____	_____	_____
	per bus	# of Buses	Total Cost
_____ <b>PRICE QUOTED:</b>	_____	_____	_____
	per bus	# of Buses	Total Cost

**CHECK BOOKING AGENT:**

Tel: 646-794-2600

Email: [Orders@nyics.org](mailto:Orders@nyics.org)

**CUSTOMER CONFIRMATION OF ORDER:**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_