

## Company Comparison Chart

Company Name			
Phone #			
<b>First Contact</b>			
Was the company easy to contact			
phone etiquette / professionalism			
Was the receptionist able to answer all of your questions?			
<b>Training</b>			
How much time is spent training the chauffeurs?			
How much behind the wheel experience is expected?			
<b>Insurance</b>			
What level of insurance do they provide?			
\$300,000 required in Wisconsin on any livery vehicle.			
\$1,500,000 required for out of state travel up to 15 passengers.			
\$5,000,000 for out of state on vehicles that can handle 16 or more.			
<b>Visit the Company</b>			
Is the vehicle stored inside or out?			
Condition of the vehicle?			
Do they have a regular cleaning and maintenance program?			
Appearance of the facility?			
Meet the employees.			
<b>Pricing</b>			
What is the quoted price, and for how much time?			
What is included? (soda, ice, glasses, ect...)			
Is the tip included in the price, or how much is appropriate?			
Price for additional time or other charges that may be added?			
<b>Payment Process</b>			
How much is required to reserve?			
What is the cancellation policy?			
Will you receive a contract for confirmation?			