



轿车接送服务预约表格

Limousine Reservation Form

公司职员使用 Office Use

客户编号

负责同事

预约电邮 : cs@allwins.com Email: cs@allwins.com

如欲预约轿车接送往/返香港国际机场与香港各地点, 请于最少 3 个工作天前电邮填妥之预约表格, 连同已填妥的客户投保数据表一并发到上述指定邮箱, 以作申请享用轿车接送服务。

To reserve a limousine to and from Hong Kong International Airport and various locations in Hong Kong, please send the completed reservation form together with the completed appointment information from at least 3 working days in advance to our Reservation Email.

代理联络人/到港客户数据 Agent Contact / Client Information

| 代理联络人 Agent Contact Person | | 到港客户 Client | |
|--|---|---|---|
| 姓名 : Name: | | 姓名 : Name: | |
| 电话 : Tel No.: | | 电话 : Tel No.: | |
| 电邮 : Email: | | 电邮 : Email: | |
| 选择服务 : Type of Service: | <input type="checkbox"/> 单程接送服务 One-way limousine transfer service | | <input type="checkbox"/> 双程接送服务 Two-way limousine transfer service |
| 服务日期 (第一程) : Date: (first trip) | | 服务日期 (第二程) : Date: (second trip) | |
| 接载 / 抵港时间及航班编号: Pick-up / Flight arrival time and Flight No.: | | | |
| 乘客人数 : No. of Passengers: | | 行李数量 : (每人只限 1 件) No. of Baggage: (Max. one baggage per person) | |
| 接载地点 : Pick-up Place: | | | |
| 目的地 : Destination: | | | |
| 其他要求 : Other Instructions: | | | |

- 预订确认将通过电子邮件发送给代理联络人。
- Limousine booking confirmation will be emailed to the agent contact person.

條款及細則

1. 有关申请必须符合“铸博诚品保险经纪有限公司”(下称“铸博诚品”)的免费轿车服务使用规则的条文。
2. 有关的接送服务只限于处理客户到港投保日期前一星期的预约申请。
3. 一经确认之轿车服务，如未能按预约时间享用接送服务，须于提前最少一个工作天并于办公时间内以电邮方式通知取消或更改的安排；如未有提前通知取消或更改服务的情况下没有享用该次服务，“铸博诚品”将有权于代理的咨询费中扣除行政服务费用港币\$650 或 暂停处理该代理人未来 3 个月的接送服务预约申请。
注: 办公时间：星期一至星期五，上午 9 时至下午 5 时 30 分
4. 轿车接送服务包括：单次接送或双程接送服务 (只限香港境内)、司机接送、行李运费、燃油费、隧道费及过桥费。
5. 接送服务车辆只限于“铸博诚品”提供的指定型号车辆。
6. 由香港市内出发至机场，或于客户指定时间之机场出发接送服务，最多等候时间为预约时间起计 15 分钟。
7. 由机场出发之抵港实时接送服务，最多等候时间为飞机抵港时间起计 60 分钟。
8. 轿车的接送服务时间为早上 8 时至下午 7 时。
9. 如遇恶劣天气，如遇台风及暴雨等，“铸博诚品”有权取消服务，而不会承担因乘客未能使用接送服务而导致各种延误或损失。
10. “铸博诚品”将不承担因恶劣天气、交通阻塞及不可预知的事情，而导致代理联络人及到港客户因延误引起的任何损失。
11. “铸博诚品”有权对轿车接送服务的一切事宜，保留最后审核、修正，及暂停终止本服务之权力。



Terms and Conditions

1. The reservation application must comply with the terms and conditions of usage of free limousine service as stipulated by Brilliant Insurance Broker Limited ("Brilliant Insurance Broker").
2. The limousine transfer service is limited to a week before the application date.
3. Amendments or cancellation of the booking after confirmation shall be made at least 1 working day in advance by email during office hours. For any no-show or amendment made less than 1 working day in advance, Brilliant Insurance Broker reserves the right to subtract an administrative fee of HK\$650 from the agent consultation fee, or suspend the agent's future limousine bookings for 3 months.
Note: Office hours: Mon-Fri, 9am-5:30pm.
4. Free limousine service covers one-way / two-way limousine transfer service (within Hong Kong), driver service, luggage handling, fuel, tunnel and bridge tolls.
5. Limousine vehicle type is limited to the designated limousine as provided by Brilliant Insurance Broker.
6. For Hong Kong city center pick-up service, and any Airport pick-up service with specified pick-up time, the maximum waiting time is 15 minutes after the appointment time.
7. For Airport pick-up service with specified flight arrival time, the maximum waiting time is 60 minutes after the flight arrival time.
8. Pick-up time is between 8am and 7pm.
9. In case of inclement weather, such as typhoon and rainstorm, Brilliant Insurance Broker reserves the right to cancel the free limousine service. Brilliant Insurance Broker shall not be responsible for any delays or loss so caused.
10. Brilliant Insurance Broker shall not be responsible for any delays or loss caused by inclement weather, traffic congestion or any unforeseeable circumstances.
11. Brilliant Insurance Broker reserves the absolute right to verify, amend, suspend or terminate the service.