Trip Addendum

This Trip Addendum for charter transportation services is executed pursuant to, and incorporates the terms of, that certain Transportation Services Agreement dated \_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ (“Agreement”) between the University of Denver (“DU”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Contractor”).

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| --- | --- |
| Dates of service to be provided | Start date: End date: |
| Itinerary of trips to be provided | 1. Pick-up at [Location], [Time]; Drop-off at [Location], [Time]; Luggage Yes No 2. Pick-up at [Location], [Time]; Drop-off at [Location], [Time]; Luggage Yes No 3. Pick-up at [Location], [Time]; Drop-off at [Location], [Time]; Luggage Yes No |
| Stops with driver down time per trip | Trip 1.  Trip 2.  Trip 3. |
| Number of passengers per trip |  |
| Number of luggage per noted trip above |  |
| Type of vehicles to be provided |  |
| Number of vehicles to be provided |  |
| Number of drivers to be provided |  |
| Supplementals (ex: Tour guide, food, drink, AV) |  |
| Special requests (ex: Disability assistance, additional wait time) |  |
| Subcontractor? |  |
| Emergency contact information |  |
| Dispatch contact information (in case of itinerary change) |  |
| Tipping expectations |  |
| All-inclusive costs (itemized budget may be attached) | $ |

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| --- | --- |
| University of Denver Authorized Signatory | Contractor Authorized Signatory |
| Name | Name |
| Title | Title |
| Signature | Signature |
| Date | Date |