



# REQUEST FOR TRANSPORTATION

## Charter Booking Request Form

**Note:** Requests must be submitted at least 2 days in advance to ensure availability. Nbisiing Bus Lines provides charters for school-related activities and seniors as a priority. We reserve the full right to cancel charters with a full deposit refund should we no longer be able to provide the service. We will endeavor to provide as much time as possible in the occurrence of such cancellations.

PART A: Contact information for request			
Full Name:	Telephone Number:	Email:	
Program/School/Organization (if applicable)		Address: (street, municipality, province, postal code)	
Part B: Charter Details			
<i>Contact for person during the charter (must be provided)</i>	Name:	Telephone Number:	
<i>Draft Itinerary (will be used for quoting purposes)</i>			
Approximate Departure Date and Time:		Approximate Return Date and time:	Duration:
Destination: (Full address):			Number of Passengers:
Pick-Address or Location:	Additional Pick-up locations:		
Return-Address or Location:	Additional Drop-off locations:		
Additional Notes, Comments or Requests relevant to the charter request:			
Signature:		Date:	

PLEASE FORWARD THE COMPLETED FORM TO:

**Jeff Hanzlik (Nbisiing Kinoomaagewin Daabaan Supervisor)**  
**EMAIL: [jeffh@nfn.ca](mailto:jeffh@nfn.ca) Telephone: 705.753.6995**

Office Use ONLY			
Received On	P.O. Number	Confirmed On	Assigned Driver
Changed or cancelled on:	Notes:		