



# BUS REQUEST FORM | PUC #25331 -B

Phone: 818-277-2545

Phone: 818-481-2974

P.O. Box 260583

Email: info@rtbusline.com

Website: www.rtbusline.com

Encino, CA 91426

TRANSPORTING THE FUTURE... GETTING YOU THERE ON TIME AND BACK SAFELY!!!

## Fax: 888-643-2043

### INFORMATION

Request Date:  Trip Date:  Phone:  Ext:

Company/School:  Fax:

Address:  City:  State:  Zip:

Contact Person:  Email:

### DESTINATION

Destination Name:

Address:  City:  State:  Zip:

Pick Up Time:  Arrive To Destination Time:  Depart From Destination Time:

Number of Buses Needed?  Number of Students?  Number of Adults?  Drop off Time:

Grade & Group Name:

Special Request/Information for Driver:

**PLEASE DO NOT SIGN TRIP CONFIRMATION BELOW, UNTIL A QUOTE IS PROVIDED BY RTB BUS LINE.**

**OFFICE  
USE  
ONLY**

Trip Quote:  Quote Prepared By:  Date:

(ANY ADDITIONAL TIME WILL BE CHARGED AT \$50.00 PER HOUR)

Payment Terms:

### TRIP CONFIRMATION

Signature:

Print Name:

Date:

Please Review:

- Your trip is not confirmed until you have signed & faxed back to us.
- We need a 24 hour notice to cancel your field trip or your trip will be charged for the full amount above.
- Any changes made to a trip after signing must be submitted in writing.

Thank You for your Business and for Choosing RTB BUS LINE!