

**Deem Car Service Setup Form**

1. Fill out form entirely
2. Email completed form to deemsetup@deem.com
3. Deem will notify you when the form is received
4. If any further information is need, you will be contacted
5. Each preferred limo vendor must load rates for this account. Please notify the vendors that you are adding them to Deem via your GDS and/or other booking tools used you intend to use. This is important to the process.
6. Incomplete forms will delay processing.
7. If you need to make changes or modifications to your script, vendors or other information, email

deemsetup@deem.com and request an ADD/DELETE form to accomplish that task

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| **Date Submitted:** | **Submitted By:** | **Company:** |

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| **CORPORATE ACCOUNT INFORMATION**  |
| **Corporation Name:** |  |
| **Address:** |  |
| **City:** |  |
| **State:** |  |
| **Zip Code:** |  |
| **Phone/Extension:** |  |
| **Contact First and Last Name:** |  |
| **Contact’s Email Address:** |  |
| **Notify this contact?:** | **Y/N** |
| **Annual Ground Spend or Air Volume:** |  |

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| **TRAVEL AGENCY INFORMATION** |
| **Travel Agency Name:** |  |
| **Address:** |  |
| **City, State, Zip Code:** |  |
| **Country:**  |  |
| **Main Reservation Phone #:** |  |
| **Name of Lead Contact:** |  |
| **Email of Agency Contact:** |  |
| **Phone # of Agency Contact:** |  |
| **\*\*IATA # (main one only)** |  |
| **Do you require segment write-back to the GDS?:** | Y/N |
| **GDS:** |  |
| **\*\*Psuedo City Code (s):** |  |
| **Tools on which you will be utilizing Deem Car Service:** | [ ]  **Apollo GDS Scripts** [ ]  **Sabre Red App**[ ]  **Deem Travel**[ ]  **GetThere**[ ]  **Orbitz**[ ]  **Egencia**[ ]  **Other \_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **What types of vehicles should be displayed?:** | [ ]  **Sedan**[ ]  **Stretch**[ ]  **SUV**[ ]  **Van**[ ]  **Shuttle** |
| **Who should Deem reporting credentials be assigned to?: (please provide full name and email address)** |  |

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| **PROVIDER CONTENT INFORMATION** |
| **DEEM allows you to choose the type of content you’d like to display to your travel agents and to travelers who book online.****Please select the type of provider content you’d like included for this account.** |
| 1. [ ]  **DEEM Preferred Rate Providers**
2. [ ]  **Corporate Rate Providers (noted in the Preferred Ground Transportation Providers section below)**
3. [ ] **Agency Rate Providers**
4. [ ]  **Other. Please Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
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| **PREFERRED GROUND TRANSPORTATION PROVIDERS** |
| **INSTRUCTIONS:**1. **Please provide Ground Transportation Service Provider information as requested below.**
2. **ALL FIELDS ARE REQUIRED. Incomplete information will result in processing delays.**
3. **DEEM CAR SERVICE is able to support multiple account numbers. Be sure to provide form of payment(s) and required accounting fields for each account. Please fill in all account numbers below.**

**To add additional service providers, copy and paste the below form.** |
| **Name of Provider:** |  |
| **Street Address:** |  |
| **City, State, Zip Code:** |  |
| **Phone:** |  |
| **Contact Name:** |  |
|  **Email Address:** |  |
| **Account Number(s):** |  |
| **Payment Type(s):** |  |
| **What do these rates include?**1. **Base Rates Only?**
2. **Base and Gratuity Only?**
3. **All Inclusive?**

**YOU must select one of the above choices and have the providers agree to these types of rate definitions.** |  |
| **What is EXCLUDED from these rates? Wait time? Tolls? Parking?**  |  |
| **What are the cancel policies for your account with the limo provider?** |  |
| **Vendor Code (FOR DEEM USE ONLY)** |  |
| **Back-Office System (DEEM USE ONLY)** |  |
| **Name of Provider:** |  |
| **Street Address:** |  |
| **City, State, Zip Code:** |  |
| **Phone:** |  |
| **Contact Name:** |  |
|  **Email Address:** |  |
| **Account Number(s):** |  |
| **Payment Type(s):** |  |

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| **What do these rates include?**1. **Base Rates Only?**
2. **Base and Gratuity Only?**
3. **All Inclusive?**

**YOU must select one of the above choices and have the providers agree to these types of rate definitions.**  |  |
| **What is EXCLUDED from these rates? Wait time? Tolls? Parking?**  |  |
| **What are the cancel policies for your account with the limo provider?** |  |
| **Vendor Code (FOR DEEM USE ONLY)** |  |
| **Back-Office System (DEEM USE ONLY)** |  |
| **Name of Provider:** |  |
| **Street Address:** |  |
| **City, State, Zip Code:** |  |
| **Phone:** |  |
| **Contact Name:** |  |
|  **Email Address:** |  |
| **Account Number(s):** |  |
| **Payment Type(s):** |  |
| **What do these rates include?**1. **Base Rates Only?**
2. **Base and Gratuity Only?**
3. **All Inclusive?**

**YOU must select one of the above choices and have the providers agree to these types of rate definitions.**  |  |
| **What is EXCLUDED from these rates? Wait time? Tolls? Parking?**  |  |
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| **Vendor Code (FOR DEEM USE ONLY)** |  |
| **Back-Office System (DEEM USE ONLY)** |  |

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| **ACCOUNT MAPPING INFORMATION** |
| **Accounting Field 1:** |  |
| **Accounting Field 2:** |  |
| **Accounting Field 3:** |  |
| **Accounting Field 4:** |  |
| **Accounting Field 5:** |  |

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| **GDS SCREENSHOTS** |
| **DEEM is able to create a script that pulls the information required for GDS bookings from your PNR, and pre-populates the script screens for reduced key stroke and an optimized booking process. This customization is possible ONLY where PNR formats are standardized across the corporate account. If your PNR’s are standardized, please use this section to provide us with screenshots of your PNR’s by following the below instructions. You may also use this section to advise whether your profiles are TIMMS STANDARD.**  |
| **INSTRUCTIONS: DEEM requires screenshots of your PNR formats.**1. **If your PNR’s are STANDARDIZED, please reply yes to the first question and skip ahead to the ACCOUNTING INFORMATION section of this form.**
2. **For each of the PNR fields requested below, enter the format required to display that field in your GDS.**
3. **Once the display command and the GDS response is displayed in your screen, you can:**
	1. **Highlight both the display command and GDS RESPONSE, and CUT AND PASTE your selected text into the space provided below.**

**OR*** 1. **From your GDS screen, press the “ALT” AND “PRINT SCREEN” simultaneously. Then click in the space provided for each screenshot and press the “CTRL” AND “V” keys simultaneously to paste the screenshot in the box.**
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| **STANDARDIZED PROFILES:** **ARE YOUR PROFILES STANDARDIZED? YES\_\_\_\_\_\_ NO\_\_\_\_\_\_**  |
| **PNR FIELDS** | **EXAMPLES** | **YOUR SCREENSHOTS** |
| **HOW PROFILE IS ACCESSED AFTER YOU HAVE ALREADY MOVED IT INTO PNR:** | **\*PA THEN TAB 3 TIMES** |  |
| **HOME ADDRESS FIELD:** | **106OT/W-8 MAIN ST TUXEDO NY Z/10536** |  |
| **OFFICE ADDRESS FIELD:** | **14YD/D-KAREN SMITH BEST COMPANY 200 BROADWAY NEW YORK NY 10019** |  |
| **PHONE NUMBERS:** | **2YT/P:NYCR/914-555-9220****3YT/P:NYCB/212-555-4698****5YT/P:NYCC/212-555-4801** **6YT/P:NYCF/212-555-4174** |  |
| **EMAIL ADDRESS:** | **15YT/P:NYCE/KAREN.SMITH//ANYWHERE.COM****\*\*We need to know what line number it’s on and is it standard in every profile\*\*Only ONE email address can be used.** |  |
| **FORM OF PAYMENT with EXPIRATION DATE:** | **12YT/F-AX378200000000000/D1109** **(must see expiration date format)** |  |

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| **ACCOUNTING INFORMATION** |
| **Deem is able to collect Corporate Accounting Information (i.e. cost center, department, employee id numbers) stored in the PNR which can be passed down to the Ground Transportation Service Provider for accounting or billing purposes, as required by the Corporate account.** |
| **INSTRUCTIONS:** **For each accounting field you’d like captured, DEEM CAR SERVICE REQUIRES:**1. **Screenshots of the DISPLAY COMMAND and GDS RESPONSE showing the accounting data as it resides in your PNR (see above for screenshot instructions).**
2. **The NAME of the accounting field being captured (i.e. cost center number, department number).**
3. **The NUMBER OF CHARACTERS the field contains (i.e. cost center number is 11 alpha numeric digits).**
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| **ACCOUNTING FIELD** | **EXAMPLES** | **YOUR SCREENSHOTS** |
| **ACCOUNTING FIELDS: (Name of Udid and Description of Number)** | **2Y/N:1RESERVATION/TEST\*22225-938231-3938271** **This is a 5-digit Department Number, 6 Digit Cost Center and 7-digit Project Number** |  |

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| **FREQUENTLY USED ADDRESSES** |
| **Deem is able to create a drop-down menu of frequently used addresses to your script. You will be able to select these addresses to pre-populate pick up & drop off information.** |
| **INSTRUCTIONS:** **For each Frequently Used Address you’d like included, DEEM REQUIRES the below information:** |
| **Drop-Down Menu Name**  | **Location Name** | **Full Street Address** | **City** | **State, Zip and Country** |
| **DEEM CAR SERVICE Headquarters** | **DEEM CAR SERIVICE** | **401 Hackensack Avenue** | **Hackensack**  | **NJ, 07601, USA** |
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***EMAIL COMPLETED FORM TO*** deemsetup@deem.com

***Thank you!***