



FIRST CORPORATE SEDANS

January 10, 2008

Dear Customer,

We are happy to announce the launching of our **Domestic and International (Ground Transportation) Reservation Service**. This service has been launched through a working partnership with an exclusive and quality minded global affiliate. FCS' fleet will continue to cover all the NY-NJ-CT Tri-state area reservations but all other domestic reservations in the U.S. will be covered by the affiliate. A special department has been created in our call center to handle the special domestic and international travel needs of our customers manned by senior FCS personnel.

The features of this domestic and international reservation service are as follows:

- Reservations can be made during normal business hours during the first quarter of 2008 after which it will be extended to a 24-hour service.
- Reservations should be made in advance either via:
  - Phone (*preferred*): **212-972-7867** or **800-4RETURN**
  - Email: **global-travel@fcsny.com**
- Rates & Charges:
  - Base fare will be provided at the time of the reservation.
  - 20% gratuity is applicable to all fares.
  - The Service fee that is currently applicable to your account will be applied.
  - 2% NY State Surcharge (NY State Workers Compensation Fund) is not applicable.
  - Fuel Surcharge is not applicable.
  - Parking and tolls, if any, are additional.
  - No voucher will be submitted to the passenger for signature at the time of the ride.
- Billing
  - Billing codes will be captured at the time of the reservation, if applicable to your account.
  - Rides will be billed based on your current account setup (either via credit card or voucher) on the same weekly invoice.
  - No voucher images will be available for these rides.
  - Reports and downloadable electronic files available online will include details of these rides.
- Cancellation Policy:
  - Please call a minimum of two (2) hours prior to the pickup time to cancel a domestic reservation.
  - International Reservations should be cancelled a minimum of twenty-four (24) hours prior to the pickup time.

NOTE: Cancellations done after the above stipulated time will be charged in full.
- No-Show Policy: All no-shows will be charged in full.

Our Sales and Marketing personnel will be contacting you within the next couple of weeks to discuss the new offerings from FCS.

Sincerely,

**Guy Ben-Zion**  
President