



# WEB BOOKING SERVICE

Welcome to East Coast and we're excited to introduce you to our user-friendly booking portal. Begin by visiting [www.eastcoastlimousine.com](http://www.eastcoastlimousine.com) under 'Online Tools,' followed by 'Book a Ride.' [Click Here](#) to visit directly and follow these steps:

1. Enter Your Username: **This will be your Company Email Address**
2. Enter the generic Password provided via email (You may change this once logged in.)
3. Select details which are pertinent to your trip (time, location, date, etc.)
  - a. If you are booking on-demand and our system determines the time is too close, please call.
4. Select your desired vehicle & a quote will appear. The vehicle type will default to sedan.
5. Confirm your form of payment, apply any company requirements, or edit passenger details.
6. Review your trip in detail once more before selecting "Reserve" and the trip itinerary will appear to confirm the reservation. A copy will also be sent via email.
7. To view all, edit or cancel existing bookings, select "Reservation List" from the dropdown menu.

**New Reservation**

**Active Profile**  
Antonio Gallucci

**Pickup**  
38-17 Crescent St, Queens, NY  
[Click here to add a stop](#)

**Drop-off**  
LGA Airport - LaGuardia  
Airline: VIRGIN AMERICA - VX - VX  
Flying To: SFO - San Francisco International  
☐ I would like the driver to wait and take me back  
☐ I would like to go by the hours

**Date/Time**  
05/17/2017 05:00 PM **Now**

**Passenger**  
Passengers \* 1 Luggage \* 0 Car Seat ☐

**Passenger's Contact Info**  
First Name \* John Last Name \* Doe  
Cell \* (917) 555-5555 Email \* johndoe@eastcoastlimousine.com  
Special Requests  
(Maximum characters: 250. You have 250 characters left)

**Vehicle**  
Sedan (SD)  
Fare \$47.00  
Gratuuity [I change!](#)  
Coupon Enter coupon here  
Estimated Total \$47.00  
Sedan \$47.00  
Hybrid \$47.00  
SUV To Be Quoted  
**Clear** **Continue**

## CONTACTS:

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Account Manager Hours: 9am - 5pm Mon - Fri. Please call & enter prompt "1" at all other times.

**917.606.1978 | [www.eastcoastlimousine.com](http://www.eastcoastlimousine.com)**

38-17 Crescent Street - Long Island City, NY 11101 An Exectransport, Inc. Company Base # B02101

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