

# Central Billing Application

Please read these instructions before completing the application below.

## STEP 1

### Our Credit Department Requires:

- One bank reference including the city, state/province, phone number, contact name and company account number.
- Two trade references with the phone number, city, state, contact name and company account number. The only exceptions are Credit Card and Utilities.
- This application must be signed by an officer of the company who is expressly authorized to commit the company to financial obligations. For example: CEO, CFO, President, Vice President, Controller, Treasurer, Owner or Manager.

## STEP 2

### To Expedite the Processing of Your Application:

- Notify your bank and trade references that Avis will be contacting them and request that they release the information Avis requires to process the application.
- If available, attach a copy of your company's most recent audited financial statement. This may substantially expedite the processing.
- After completing, print the application and have it signed by the appropriate authority.
- Fax the completed signed application to 1-918-621-4815 or mail it to:  
Avis Rent A Car System, Inc.  
Corporate Accounts Department  
P.O. Box 690360  
Tulsa, OK 74169
- Approval of the application(s) is not required to receive the corporate rate benefits previously discussed with your Sales Representative.



## Central Billing Terms and Conditions

1. Avis Central Billing charge instruments, defined as Central Billing Charge Cards, Avis Company Travel Orders (ACTO's) or Global Electronic Billing account(s), will be issued upon approval of this completed application form, which approval is in the sole discretion of Avis. In every case, an expressly authorized officer of the company requesting Central Billing charge instruments must sign this application form. If the applicant is a partnership, an authorized General Partner must sign this application form.
2. The expressly authorized officer's signature on this application form shall be deemed to constitute the subscribing company's acceptance of the Terms and Conditions contained herein, on the charge card transmittal carrier, the Global Electronic Billing Agreement, ACTO's and on the Standard Avis Rental Agreement, as such documents shall be amended from time to time; and all vehicle rentals made to the subscribing company's travelers shall be subject to such Terms and Conditions.
3. The subscribing company assumes full responsibility for all charges incurred through the use of Avis issued charge instruments to the subscribing company or its employees, agents or representatives. All charges, fees and expenses, including, but not limited to, payment for loss of or damage to the rental vehicle and parking tickets, including but not limited to any administrative fees, towing and/or storage charges where permitted, are due in full upon receipt of the Billing Statement, which statement shall be sent to the subscribing company by Avis on a monthly basis. The subscribing company may not defer payment of these charges. The charge instruments issued to the subscribing company are not credit cards. The subscribing company also shall be responsible for any collection costs, including a late payment fee of 10% on any unpaid balance (but in no event shall the late payment fee be in excess of the highest rate permitted by law) and Avis' reasonable attorney's fees.
4. If the subscribing company makes a written request, Central Billing charge instruments can be assigned sub-classifications to permit divisional billing breakdown of charges on the parent company's statement to permit separate statements to be directed to each division.
5. Avis Central Billing charge instruments are not transferable and may be invalidated or canceled or the terms thereof modified by Avis at any time without prior notice. Possession of an Avis Central Billing charge instrument does not automatically entitle the subscribing company's employee to rent a vehicle from Avis. The renter must meet all Avis age, driver and other requirements at the time of rental.
6. The subscribing company agrees to report any change in the Statement billing address or the subscribing Company's expressly authorized officer or contact. The subscribing Company further agrees to promptly report any addition, revision or cancellation of the employees authorized to use Avis Central Billing charge instruments and has the responsibility to destroy any obsolete charge instruments. Lost or stolen charge instruments must be reported immediately to Avis at: 300 Centre Pointe Drive, Virginia Beach, VA 23462, Attention: Charge Card Department. The subscribing company will be responsible for all charges incurred through use of such Central Billing charge instruments prior to receipt of notice by Avis. Failure to comply will be grounds for terminating the account at the sole discretion of Avis.

