

It is the responsibility of the passenger or the person who makes this reservation to ensure that they provide us with the correct information. To do this, we would recommend you to double check the transfer details below this confirmation. If any of the details are incorrect, please advise us.

Please inform us, if there are any changes or cancellations to your travel plans with regard to this transfer at your earliest convenience.

If any of the details of the journey are incorrect, then please advise us as soon as possible. Should the amendments alter the total mileage, period of time the vehicle is required or the specification of the vehicle or the price will be adjusted accordingly.

Below statement is only for the passengers who will be travelling from the **airport / station**. Passengers, who will be travelling from other locations, please **IGNORE** the following statement.

<b>Airports</b>	<b>Meeting Points</b>
Heathrow Terminal 2	After the arrival gate we meet at WH Smiths Newsagents straight ahead
Heathrow Terminal 3	As you come out of the arrivals there is a Marks & Spencer store on the left the driver will meet you there
Heathrow Terminal 4	At the arrival gate barrier or in front of Costa (coffee shop)
Heathrow Terminal 5	At the arrival gate barrier or in front of Costa (coffee shop)
Gatwick North Terminal	At the arrival gate barrier or in front of airport information desk
Gatwick South Terminal	At the arrival gate barrier or in front of airport information desk
Stansted Airport	At the arrival gate barrier or in front of airport information desk
Luton Airport	At the arrival gate barrier or in front of airport information desk
London City Airport	At the arrival gate barrier or in front of airport information desk
All the other UK airports	At the arrival gate barrier or in front of airport information desk

#### **Meeting points at the airports:**

On arrival, our driver will be at the airport arrival with the **passenger's name board**. However, if you have any difficulties finding your driver in the arrival hall, please call us on the contact number provided below.

**What do I do if I cannot find my driver?** Sometimes it can be difficult to find your driver at the airport, station or hotel, when it is very busy. For any reason, if you are unable to locate our driver, you **must** contact us on the numbers provided below. In the event of failing to contact us or failing to meet our driver, this will be considered as "no show" and you will be liable to pay the full fare or if the fare is pre- paid the payment will not be refunded (Please see our terms and conditions on our website for further details).

**UK Callers: 0208 568 5555 | International Callers: +44 208 568 5555**

Should the amendments alter the total mileage, period of time the vehicle is required or the specification of the vehicle, the price will be adjusted accordingly.

**We also suggest that the passenger keeps our contact details with their travel documents as a referral. Any further details, please refer to our website or contact our customer service team.**

## **IMPORTANT NOTICE**

Please Note: If you wish to make further travel arrangements with us, such as returns trips must be booked through our official website or with our customer service team via our online, email or phone (**not through any other sources**).

PLEASE ADD OUR WEBSITE ON YOUR COMPUTER'S FAVORITE LIST AND YOU WILL NEVER HAVE TO SEARCH FOR US AGAIN.

bookings@embassyexecutivecars.com