

**Please note the following instructions for page 2 of this document**

- **Copy & Paste / Type the following Letter on company letterhead** that includes your company name, mailing address and phone number.
- **Enter the information requested on the highlighted portions of the Letter.**
- **The Letter of Agreement must be signed by a corporate officer.**
- **We regret that no additions, deletions or changes to the text will be accepted.**
- **Scan and email or fax the Letter of Agreement to:**

**Email: [BusinessRewardsSalesTeam@hertz.com](mailto:BusinessRewardsSalesTeam@hertz.com)  
Fax: (405)979-3364**

**Thank you**

# Guaranteed Credit Card Applicant Program Letter of Agreement

By requesting the Hertz #1 Club Applicant Program the "Company submitting the application" hereby agrees to issue the Applicant Program #1 Club Number only to those authorized personnel responsible for making reservations through the Applicant Program.

The Company warrants and represents that all persons who will operate any vehicle under the Applicant Program are at least 21 years old, or meet the requirements of the Company's corporate account agreement with Hertz, if the corporate account agreement contains other minimum age provisions.

It is further understood and agreed that the Company requests the Applicant Program charges to be billed on the Company's corporate card.

**Enter**

(1) **Credit card type** \_\_\_\_\_  
Cards that may be use are ONLY AMEX, Visa, MasterCard or Diner's Club

(2) **Account number** \_\_\_\_\_

(3) **Expiration date** \_\_\_\_\_

(4) **Name of employee** \_\_\_\_\_  
whose name appears on the corporate card.

**If this is a "ghost" account.**

- **in (1) insert the word "ghost" following the credit card type.**
- **in (4) enter name of employee who is the billing contact on the account.**
- **in (3) write "No Exp Date" if it is a "ghost" account with no expiration date**
- **Note: Because this program requires the use of a corporate credit card to pay for charges, Hertz does not accept debit/check cards for use on the Applicant Program.)**

The Company hereby assumes all responsibility and liability for the payment of any and all charges whatsoever incurred through the use of the Applicant Program Number.

Hertz is authorized to verify any information concerning the above credit card with the issuing bank or Credit Card company.

Sincerely,

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Type signer's name here**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title (Manager level or higher)**

\_\_\_\_\_  
**(Contact's Email Address)**

**Additional information: (Complete this section only if your company already has an existing Guaranteed Credit Card Applicant Program account, and wishes to change the credit card number.)**

To change credit card numbers on an existing Guaranteed Credit Card Applicant Program, please complete the Letter of Agreement above and provide the following additional information:

\_\_\_\_\_  
Applicant Program #1 Club Number

\_\_\_\_\_  
Present Credit Card Number