

Wesley Marks, Accounting Manager
Shuttle Express – C-975
800 SW 16th Street
Renton, WA 98057
August 22, 2014

Mr. Steven V. King, Executive Director and Secretary
Washington Utilities and Transportation Commission
Attn: Records Center
PO Box 47250
Olympia WA 98504-7250

RE: Transmittal of revisions to Tariff #11 Cancellation Policy

Dear Mr. King:

Shuttle Express is submitting the revised Tariff No 11 reflecting changes intended to simplify its cancellation policy. We are submitting this request with 30 day notice and an effective date of September 21st, 2014 as some refunds may become subject to a greater cancellation charge.

The replacement tariff page makes the following changes:

1. Changes in the language under the “CANCELLATION OF BOOKING” rules;
2. Removal of subsections (a), (b) and (c) due to simplification of base rules for refunds;
3. Reformatting of subsection (d) to bring in line with “CANCELLATION OF BOOKING” and “REFUND PROCESS” section headings.

No changes other than those listed above have been made to the originally filed documents.

Thank you in advance for your consideration; we are optimistic of receiving approval for this request from the Commission.

Respectfully,

Wesley A. Marks
Accounting Manager