



Kere Greene, Executive Vice President
Shuttle Express – C975
800 SW 16th Street
Renton, WA 98057
March 6, 2018

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 Shuttle Express Wholesale Agreement for American Tours Lines

Dear Mr. King:

Shuttle Express Requests approval of submitted ticket agent agreement in accordance with WAC 480-30-391. We believe the submitted agreement meets all requirements under the code as it currently exists. The agreement is requested to go into effect on March 7, 2018. The agreement has regulated rates that are per-person and are less than the maximum fare allowable currently under WAC-480-30-420, and are also at or below our currently published tariff base fares.

Agreements are being submitted for: American Tour Lines

Contact information for this transmittal:

Kere Greene
800 SW 16th St.
Renton, WA 98057
425-981-7051 – Phone
425-981-7087 – Fax
kgreene@shuttleexpress.net

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

Respectfully,

A handwritten signature in black ink, appearing to be "Kere Greene".

Kere Greene
Executive Vice President



2018 Wholesale Agreement and Rates

AGENCY: American Tour Lines

AGENCY CONTACT: Name: Andrea Monroe Email: Andrea_Monroe@americantours.com
 Phone: 310-590-4173 Fax: 310-649-3877

SHUTTLE EXPRESS: Refers to Shuttle Express, Inc. – Certificate No. C-975

SALES PERIOD: WUTC Approval Effective Date April 30, 2018 - December 31, 2018

This service contract is by and between the Agency and SHUTTLE EXPRESS, INC (SE) (collectively the "Parties"). The Parties agree as follows:

TERM

Agreement is effective for all sales on and between WUTC Approval Effective Date April 30, 2018 and Dec. 31, 2018.

RATE AGREEMENT/NET PRICING

The agreed upon rate for SE services rendered is retail pricing for all areas offered. SE will determine pricing annually. All other SE services will be quoted upon request.

PAYMENT

Invoices to be mailed weekly, bi-weekly or monthly depending on balance. Net pricing for invoices paid net 30. Late after 30 days. We bill for no shows. 1% interest charged monthly on invoices overdue.

VOUCHERS/BOOKINGS

All vouchers to indicate whether one way or roundtrip; bookings are to be made in advance with guest arrival times included. If sending manifests, they must be provided at least seven days before service is to be provided.

INSURANCE

SE, at its expense, will obtain and maintain in full force policies of insurance in the amount required by regulatory bodies including the Port of Seattle and the Washington Utilities and Transportation Commission as a minimum.

INDEMNIFICATION

SE will defend, indemnify, and hold harmless **AGENCY**, its officers, employees, and agents against and from all claims, suits, judgments, losses, damages, fines or costs resulting from any claim, suit or demand by any third party, including but not limited to injuries to or deaths of persons or loss of or damage to property, arising out of the provision of services under this agreement.

NOTICES

Notices under the terms of the agreement will be in writing and sent to the following addresses:

To SE:	Shuttle Express, Inc.	To: WHOLESALER	Name	American Tour Lines
	800 SW 16 th St.		Address	6053 W Century Blvd.
	Renton, WA 98057			7 th Floor
	Attn: Sales Department		Attn:	Andrea Monroe

GENERAL PROVISIONS

- a) All services shall be completed in a good and safe manner, in compliance with all applicable laws.
- b) In the event **AGENCY** fails to comply with any provisions of this agreement, SE has the option to cease providing services without breach.
- c) SE shall not be liable for any delay due to circumstances beyond its control.
- d) Any changes to this document must be signed by both SE and **AGENCY**.
- e) Regulated rates provided are not valid until approved by the Washington Utilities and Transportation Commission.

AUTHORITY OF PARTIES

Each of the undersigned individuals represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of each corporate party indicated below and this Agreement is binding upon said party in accordance with its terms. This agreement is subject to regulatory approval and Shuttle Express will notify AGENCY within 10 days of receiving approval or denial from the Washington Utilities and Transportation Commission.

SHUTTLE EXPRESS, INC.:



Signature

KERE S. GREENE

Name (please print)

EVP

Title

WHOLESALER:



Signature

Andrea Montoya

Name (please print)

Product Manager

Title



2018 Wholesale Agreement and Rates

Booking Information

- Rates are per party for Share Ride, dependent upon number of guests in party, and per vehicle for private services.
- Book online using the booking portal provided or email the guest manifest to sales@shuttleexpress.net at least seven days before service. Book at least 24 hours in advance for shared and scheduled transfers and at least 72 hours in advance for private service.
- **Private Group Transfers (Advance Bookings Required)**
Private group transfers and charters are available with advanced bookings. Contact us for pricing. Options include 14-28 passenger mini coaches; 55-passenger motor coaches; town cars, SUVs and limos for hourly or point-to-point service.
Email Address: sales@shuttleexpress.net
Mailing Address: 800 SW 16th St., Renton, WA 98057
Phone Number: (425) 981-7000 **Fax Number:** (425) 981-7053
- **Cancellation policy**
Contact us **at least 24 hours before service** by fax or email to cancel shuttle service. Private non-airport service cancellation policy will be provided upon request. No shows will be billed.
- **Vouchers**
A pre-approved direct bill account or pre-paid service **is required** for wholesale arrival/departure transfers using vouchers. Passenger will redeem voucher with driver or SE staff upon arrival/departure, one voucher per guest, per trip. **Important: If using vouchers, please include examples with your signed agreement.**

Voucher language and Guest Information:

- *Advanced bookings are required for arrival/departure transfers. One voucher per passenger, per trip.*
- *Luggage Policy: We allow up to two standard-size checked bags and two carry-ons per guest. Guests with additional luggage must book additional seats for every extra 1-2 checked bags.*
- *Children under age 16 must be accompanied by an adult.*
- *Airport transfer rate does not include optional gratuity.*

Arrival Procedures

How to find us at Sea-Tac Airport

Our check-in area is located on the 3rd floor of the parking garage at Sea-Tac Airport. From baggage claim, cross sky bridge #4 to the parking garage, then go down one floor to the Ground Transportation Plaza. Share Ride/Downtown Airporter/Scheduled Service check-in is located in the center of the Ground Transportation Plaza. Our kiosk is monitored from 9am to 1am. After hours check-in using our check-in-by-phone hotline.

How to find us at Pier 66:

After leaving the Customs Inspection area, turn right and proceed south past the bus area to the sidewalk along the street. Look overhead for the sky bridge. (Do NOT cross the sky bridge.) Our coordinators are located just beyond the sky bridge and the Conference Center entrance.

How to find us at Pier 91:

After you leave the customs inspection area, the Shuttle Express check-in is located outside the terminal, across the street and at the end of the covered walkway. Our coordinators will check you in and escort you to your vehicle when you are assigned.

Initial and return with contract

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Shuttle Express 2018 Wholesale Agreement and Rates

DOWNTOWN AIRPORT / SCHEDULED SERVICE / SHARE RIDE RATES

Downtown Airporter Service	Retail	Net 30
Downtown Airporter service (one way) between SeaTac Airport and the following downtown Seattle hotels:	\$19.99 pp	\$17.99 pp
<ul style="list-style-type: none"> • Crowne Plaza • Fairmont Olympic • Grand Hyatt • Hilton Seattle • Renaissance • Sheraton Seattle • Warwick • Westin Seattle 		

Scheduled Shuttle Service – Downtown Seattle Hotels	Retail	Net if Net 30
Scheduled service (one way) between SeaTac Airport and the following Seattle hotels:	\$19.99 pp	\$17.99 pp
<ul style="list-style-type: none"> • Best Western Executive Inn • Courtyard by Marriott – Seattle • Edgewater • Four Points by Sheraton • Holiday Inn Express & Suites (Seattle Center) • Holiday Inn Seattle • Hotel 5 • Hyatt at Olive 8 • Marriot Waterfront • Maxwell Hotel • Red Lion on 5th Avenue • Silver Cloud – Stadium • Spring Hill Suites Seattle • Paramount Hotel • Quality Inn & Suites • W Hotel 		

Scheduled Shuttle Service – Downtown Bellevue Hotels	Retail	Net if Net 30
Downtown Airporter service (one way) between SeaTac Airport and the following downtown Bellevue hotels:	\$26.00 pp	\$23.40 pp
<ul style="list-style-type: none"> • Hyatt Regency • Sheraton • Meydenbauer Center • Hilton • Coast Hotel • Westin • Red Lion • Silver Cloud • Courtyard – Marriott • Residence Inn • Hotel Bellevue • (N) Hampton Inn • (N) Courtyard Marriott 		

Scheduled Shuttle Service - Piers	Retail	Net if Net 30
Scheduled Service – Sea-Tac Airport to/from pier 66/91	\$22.00 pp	\$20.00 pp
Scheduled Service – Select Bellevue Hotels to/from Pier 66/91 Coast Hotel, Bellevue Red Lion, Hyatt, Hilton	\$30.00 pp	\$27.00 pp
Scheduled Service – Major Downtown Seattle Hotels to/from Pier 66/91	\$18.00 pp	\$16.20 pp

Retail Private Fares: Net pricing less 10% on retail pricing below if paid net 30:

Retail Private One-way Service Between SeaTac (AP) and Pier 91
 Retail Private One-way Service from Seattle or Bellevue Down Town (DT) to the Piers
 Retail Private Hourly Charters:

Vehicle	PAX	DT to Pier	AP to Pier	Pier to AP	Add'l hours	Hourly Charter
Sedan	3	\$ 70	\$ 70	\$ 105	\$ 70	1 hour minimum \$70
SUV	6	\$ 90	\$ 85	\$ 120	\$ 90	1 hour minimum \$90
Exclusive Van	10	\$ 85	\$ 115	\$ 115	\$ 85	1 hour minimum \$85
Luxury Black Van	11	\$ 235	\$ 235	\$ 235	\$ 90	2 hour minimum \$235
Limo	6	\$ 566	\$ 566	\$ 566	\$ 145	4 hour minimum \$566
Mini Shuttle	14	\$ 265	\$ 265	\$ 265	\$ 98	2 hour minimum \$265
Mini Coach	28	\$ 425	\$ 425	\$ 425	\$ 104	2 hour minimum \$425
Coach	55	\$ 552	\$ 552	\$ 552	\$ 115	2 hour minimum \$552

Initial and return with contract

