



Corporate Transportation Solutions, Inc.  
*"Serving Over 500 Cities Worldwide"*

## Global Affiliate Network Supplier Agreement

2007 National Operator of the Year Finalist  
2008 National Operator of the Year Finalist  
2009 National Operator of the Year

Members of the



Members of the



Featuring the following software solutions. TranspoNet #CTSC1261



Ground Travel  
Technology Team, Inc.™

*Odyssey*™  
A Journey to business success



4120 Douglas Blvd. #306-174  
Granite Bay, CA 95746  
916-781-2020 Office  
916-781-2313 Fax  
Nationwide 866.753.5466  
[CustomerService@ctslimo.com](mailto:CustomerService@ctslimo.com)  
CTSLimo.com



**Dear Affiliate Partner,**

Corporate Transportation Solutions (CTS) would like to thank you and your team for your participation as a CTS Global Affiliate Network Supplier. CTS is a professional chauffeured ground transportation provider specializing in business travel. **Finalist for National Operator of the Year 2007, 2008, and winner of the 2009 National Operator of the Year Award!**

At CTS, we understand the need to partner with a professional chauffeured transportation provider that understands the demands of the business world and needs of the client. At CTS we provide a single source consolidated billing platform for our traveling clients and the piece of mind that our Global Affiliate Suppliers in each market are the best in their respective regions. We expect that each supplier company is dedicated to perfection and professionalism.

At CTS we believe in being actively involved in our industry and will ask that each Affiliate Supplier is a member of the National Limousine Association and their local or state association(s) as we are with the Greater California Livery Association. We are committed to our associations which protect our business interests and the clients we serve.

At CTS we provide all new fleet vehicles which are impeccably maintained and detailed daily. We understand the vehicle *must* be waiting for the client and not the inverse. Our vehicles arrive on site 10-15 minutes prior to the scheduled pick up time. Our chauffeurs are background checked, undergo random toxicology screening, and must have a clean driving record. Our chauffeurs are employees of CTS and must adhere to company practices and policies. Each team member must pass an annual review. We embrace technology such as, "real time" flight tracking, GT3/GGA Odyssey reservations platform, GPS tracked vehicles, and Nextel phones and radios in each vehicle.

We are looking for Affiliate Suppliers in each market region/ city that have similar service standards and quality that will make the service experience for our traveling clients seamless and this is our first consideration. However, we do have an expectation that our Region

Suppliers would send their outbound affiliate work to CTS should they have a traveling client in the Northern California Region of the United States.

CTS Capitol Region Office is just minutes from the Sacramento downtown, Sacramento International Airport (SMF), and Sacramento Executive Airport (SAC). CTS is the area leader for corporate transportation. We are the first choice for many air charter companies visiting the region and the preferred provider to the local executive jet center. Licensed for all regional airports KSMF, KSAC, KRNO, KSFO, KOAK, and now Announcing Service in the Greater San Francisco Bay Area of Northern California. Call for details, affiliate discounts, and pricing.

Recognized in the Capitol Region for our fleet facilities, vehicles, and professionally trained staff. Superior record for reliability and on time performance. Highest level state licensing available by the California Public Utilities Commission TCP#16022A. One of the few ground transportation companies in Northern California with a required Federal US DOT Number #1502226.

Please review the following information packet and we thank you in advance for your willingness to become part of our Global Affiliate Alliance. Feel free to email any questions to [affiliate@CTSLIMO.com](mailto:affiliate@CTSLIMO.com) or contact us directly.

Sincerely,

Christopher S. Quinn  
President/ CEO



Corporate Transportation Solutions, Inc.

**\*Global Affiliate Network with Service to over 500 Cities Worldwide\***

4120 Douglas Blvd. #306-174, Granite Bay/ Sacramento, California 95746

916-781-2020 / FAX 916-781-2313

WORLDWIDE RESERVATIONS NETWORK – **866-753-5466**

Email: [Affiliate@CTSLIMO.com](mailto:Affiliate@CTSLIMO.com) - Web Site: [www.CTSLIMO.com](http://www.CTSLIMO.com)

Date: \_\_\_\_\_

Transponet number if applicable: \_\_\_\_\_

Company

Name: \_\_\_\_\_

Owner/

President: \_\_\_\_\_

Operations

Manager: \_\_\_\_\_

Dispatch

Manager: \_\_\_\_\_

Accounting Manager: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Toll Free Phone: \_\_\_\_\_

Local Phone: \_\_\_\_\_ 24 Hour Number \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

24-Hour Fax Line: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_

Airports/Cities Served: \_\_\_\_\_

\*Please include a fleet summary which includes make, model, year, color, and passenger count of company owned vehicles.

## **CTS Global Affiliate Team Information**

Corporate Transportation Solutions, Inc. welcomes your company to our National Affiliate Network. We encourage you to take the time to review the following material and contact our Global Affiliate Manager should you have any questions.

At Corporate Transportation Solutions, Inc. we adhere to strict standards for quality and safety and ask that each of our affiliate partners familiarize themselves with the CTS Standards document provided. Failure to comply with local, state, and federal regulations or the CTS Standards may result in a suspension/ termination of our service agreement with your company.

We recognize that a strong affiliate relationship is an integral part of providing a complete customer service experience and allows a company to continue to provide value added service to its client base beyond the specific region they serve. We welcome your partnership as part of the CTS National Affiliate Team.

We have provided a checklist to assist you in preparing the documents that will allow us to begin sending affiliate work to the market in which you serve.

- Review, Sign, and Return a copy of the CTS Standards Document.
- Provide an annual inclusive service pricing document for your company.
- A copy of your operating authority permit for the primary jurisdiction in which you serve.
- Provide proof that Corporate Transportation Solutions, Inc. has been added as additional insured on your commercial insurance policy.
- Signed Affiliate Supplier Non-Disclosure.

### **ADDITIONAL INSURED SHOULD SHOW AS...**

**Corporate Transportation Solutions, Inc.  
4120 Douglas Blvd. #306-174  
Granite Bay, CA 95746  
916-781-2020  
Attn: Christopher Quinn**

## **CTS STANDARDS DOCUMENT**

### ***We have the following expectation of your company and employees***

- All chauffeurs will present themselves in dark suiting with black shoes which are polished.
- Chauffeurs will represent themselves as an extension of the Corporate Transportation Solutions, Inc. Global Affiliate Network.
- Chauffeurs will refrain from promoting themselves or their primary employer.
- Chauffeurs performing baggage/ gate greets will use CTS provided sign.
- Chauffeurs will direct client questions to a CTS Dispatch Manager at 866-753-5466 extension 0.
- Chauffeurs will refrain from smoking or eating in the presence of the client.
- Provide a fully trained and properly licensed chauffeur.
- Provide an impeccably maintained and serviced late model vehicle of the type requested.
- Strict compliance with laws relating to alcohol and drugs.
- Strict compliance with rated vehicle capacities.
- Where required by law vehicles must be maintained with working seatbelts for each passenger position.
- Companies must maintain proper licensing in good standing as required by local, state, and federal regulations in their jurisdiction.
- Companies must maintain adequate insurance coverage.
- Companies are to provide service in accordance with the CTS reservation sheet provided.
- Companies must provide the final details of services rendered to CTS within 24 hours of the completion of such service.
- At the time of booking service a CTS representative will provide a company credit card for billing and subcontractor ticket unless other arrangements have been made.

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

Representative Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

\*A signed copy must be returned to CTS.

**Corporate Transportation Solutions Global Affiliate Supplier Non-disclosure**

The undersigned, \_\_\_\_\_, in consideration for and as a condition of my initial and/or continued engagement as an affiliate supplier (the "**Affiliate**") of \_\_\_\_\_ ("**CTS**"), hereby agrees with the CTS as follows:

1. **Non-solicitation.** During the period of engagement by CTS and for a period of one (1) years after termination of engagement (for any reason), the Affiliate will not directly or indirectly either for himself or for any other commercial enterprise, solicit, divert or take away or attempt to solicit, divert or take away, any CTS customers, business or prospective customers in existence at the time of termination of such engagement on behalf of any organization competitive to CTS business interest. For purposes of this Agreement, "prospective customers" shall include those customers being solicited by CTS at the time of the Affiliate's termination. During such engagement with CTS and for a period of one (1) years after termination of such engagement (for any reason), the Affiliate will not solicit or discuss with any employee of CTS the employment or engagement of such CTS employee by any commercial enterprise (whether or not competitive to CTS business), other than for the benefit of the CTS, nor recruit, attempt to recruit, hire, or attempt to hire any such CTS employee other than on behalf of the CTS.

2. **Non-disclosure Obligation.** The Affiliate will not at any time, whether during or after the termination of engagement, for any reason whatsoever (other than to promote and advance the business of CTS), reveal to any person or entity (both commercial and non-commercial) any of the trade secrets or confidential business information concerning CTS: marketing plans and strategies; pricing and costing policies; confidential information of CTS suppliers, customers and partners; customer and supplier lists and accounts; or nonpublic financial information of CTS so far as they have come or may come to the Affiliate's knowledge, except as may be required in the ordinary course of performing his duties as an affiliate of CTS. This restriction shall not apply to: (i) information that may be disclosed generally or is in the public domain through no fault of the Affiliate; (ii) information received from a third party outside CTS that was disclosed without a breach of any confidentiality obligation; (iii) information approved for release by written authorization of CTS; or (iv) information that may be required by law or an order of any court, agency or proceeding to be disclosed. The Affiliate shall keep secret all matters of such nature entrusted to him and shall not use or disclose any such information for the benefit of any third party in any manner which may injure or cause loss to CTS, whether directly or indirectly.

3. **Remedies Upon Breach.** The Affiliate agrees that any breach of this Agreement by the Affiliate could cause irreparable damage to CTS. CTS shall have, in addition to any and all remedies of law, the right to an injunction or other equitable relief to prevent any violation of the Affiliate's obligations hereunder.

**IN WITNESS WHEREOF**, the undersigned Affiliate and CTS have executed this Agreement as of this \_\_\_\_ day of \_\_\_\_\_.

**Affiliate Supplier:**

By: \_\_\_\_\_

\_\_\_\_\_  
Signature

Title: \_\_\_\_\_

\_\_\_\_\_  
Print Name