

RE: Harper Car and Truck Rental

Authorized Personnel

Date: _____

Name of Organization: _____

In the event that a purchase order number cannot be provided at the time of making a reservation, the following personnel are authorized to book/secure reservations on behalf of our organization. In order to secure/book the reservation without a Purchase Order number or a hard copy, our authorized personnel as listed below first name will be used as the temporary Purchase Order.

We agree and fully understand that a purchase order must be provided to Harper Car and Truck Rentals prior to the rental or on the day of the rental. In addition, we fully understand and agree to the 72 hour cancellation terms and we will be charged accordingly with or without a purchase order.

It will be the responsibility of our organization to keep this list of Authorized Personnel current. All changes will be done in writing.

List of authorized personnel

1. Name: _____ Contact # _____
2. Name: _____ Contact # _____
3. Name: _____ Contact # _____

I (we) understand and agree to the above terms,

Authorized Signature Date

Print Name Title