



Legacy Wise Transportation

Transportation Quote Readiness Checklist

Organizers comparing group or private transportation arrangements.

This pack is for coordination and supplier comparison. It does not determine carrier licensing, operating authority, safe capacity or driver compliance.

Four checks before you proceed

Describe the movement precisely

List each pickup, destination and return separately. Include dates, passenger range, luggage, planned stops and the time passengers must arrive. Distinguish an estimated passenger count from a final count. Ask the provider to confirm vehicle suitability, access and handling requirements. Avoid treating seats, luggage room and accessibility as interchangeable specifications.

Compare the entire charge

Record base price, waiting time, mileage, tolls, parking, gratuity policy, driver lodging and extra stops as applicable. Ask what triggers overtime or a revised charge. Keep cancellation and deposit terms with the quote. A lower base price can become a higher total when the itinerary or waiting assumptions differ.

Verify pickup and communication

Confirm the exact loading point, access restrictions and a reasonable check-in window with the provider and site. Assign a passenger contact and provider contact. Prepare instructions for a late passenger, changed pickup or venue delay. Do not publish an unconfirmed vehicle or a driver telephone number as a final customer instruction.

Close the movement record

Save the approved itinerary and final passenger count. Confirm changes with the provider before communicating a replacement plan. Record actual pickup, departure and arrival times, additional charges and unresolved issues. Keep service concerns separate from assumptions about fault. Reconcile the provider invoice against the agreed scope and document the outcome.

Your next step

Open question	Who should answer	Next date

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