TAXI REQUEST FORM

NEOM نيوم

Passenger Details	
Name *	Department *
NEOM ID	Cost Center *
Mobile Number *	Vehicle Type * Sedan ☐ SUV ☐ Bus ☐

Trip Details (ONE WAY)			
Pick-up Location *		Drop off Location *	
Pick-up Date *		Pick-up Date *	

Trip Details (ROUND TRIP)			
Pick-up Location *		Drop off Location *	
Pick-up Date *		Pick-up Date *	

Trip Details (FULL-DAY 8 HOURS)			
Pick-up Location *		Drop off Location *	
Pick-up Date *		Pick-up Date *	

Remarks

Terms and Conditions

Taxi requests require 24-hours' notice to book. Any request received less than 24 hours before the required pick-up time is subject to availability. A confirmation reply will be emailed within 6 hours of the request.
The driver's name and contact number will be provided an hour before the confirmed pick-up time.

Contact details
To book a taxi, please send your request via email to Saptco.taxi@NEOM.com remembering to attach the taxi request form for approved business requests
Note for Business Taxi requests
All Business Taxi requests are required to have a Taxi Request Form attached to the email request (shown below*), approved by the line manager.
For business related Taxi requests which are linked to flights arranged via NEOM travel, the request must be made by NEOM travel department directly, not by the persons requiring the taxi
All cost-center charges will be billed to organization's budget code monthly
Terms and Conditions
Cancellation should be advised four (4) hours prior to the pickup time.
In case the flight is a delayed transportation should be notified as the earliest opportunity.
In case of a passenger "no-show", especially for an airport pickup, the driver will wait for 30 minutes after stated arrival time. At the end of that time, the Service Provider is to contact the requestor before leaving the Airport. Failure to respond, the provider shall charge the passenger for a single trip as per the detentions listed rates. The route to reach the destination is the sole discretion and responsibility of the driver.
Pets or other live animals shall only be permitted in the SUV vehicle(s) if they are transported in a pet carrier, cage, or another suitable container.

Approvals			
I hereby authorize charging of the cost of requested service to the indicated Cost Center for the actual use.			
Job Position	Name	Signature	Date