



METRO CARS – Sedan/SUV and Group Transportation Services

This is a strategic contract for sedan, SUV, and executive car/bus services. Metro Cars is a Michigan-based luxury chauffeured transportation company, located in Taylor. Metro Cars uses clean-burning propane to power its vehicles. Services include domestic and international airport transportation arrivals and departures for individuals, corporate, and group meetings and conferences. Metro Cars accommodates large group transportation with the following executive vehicles. Our fleet consists of 10 passenger sprinters, 13 passenger Executive Vans, 24 passenger minibuses, 35-39 passenger Executive mini-coaches, and 56 passenger full size Motor Coaches.

Metro Cars Website: www.metrocars.com

HOW TO BOOK A RESERVATION

- Metro Cars supplies 24-hour dispatch and reservation service, 7 days a week
- When using this contract for business purposes, reservations must be made under the company name “Michigan State University” to receive the corporate discount associate with this entity name. Payment will be confirmed using a separate MSU travel or Event Mastercard supplied by Michigan State University.
- If the booker does not have an MSU Travel Card, please visit:
 - http://ctrl.msu.edu/COTravelNew/PaymentCards_TCard.aspx
- Reservations may be made by speaking with one of our Customer Service Representatives by calling: (800) 456-1701 or you may email your reservations at reservations@metrocars.com

All reservations may be reserved using an MSU Travel Mastercard (for MSU business) or other Credit Cards (for personal travel) are accepted. Reservations may also be reserved on-line at: <https://www.metrocars.com/reservations>

Or download our mobile app by searching Metro Cars in the App store for your Apple or Android Device.

- All first-time online & mobile app bookers must contact us at (800) 456-1701 to speak with our customer service representatives to create your Metro Cars Profile to link directly to the Michigan State University corporate discount entity name.

Be sure to provide the following information with your reservation:

- Credit Card to be billed - Do not submit credit card information via fax or email as once your profile is created and linked to Michigan State University your credit card will be stored securely in our system, or we will provide you with a separate Credit Card Authorization for individual reservations.
- Specific pickup / drop-off information with booker & passenger contact name, email address, and phone number

TRAVEL SERVICES

Metro Cars provides the utmost in customer service with its newer model vehicles, pricing and services; meeting all Michigan State University insurance requirements. Metro Cars offers sedan, SUV's, vans, buses, or luxury motor coaches for local and long-distance trips, group transportation, and shuttle services. Contact us for reservations and rates for any group transportation by completing a request form at <https://www.metrocars.com/group-booking>

SUPPLIER CONTACT

For general inquiries, university pricing, or to reserve transportation services:

Contact Metro Cars directly at 800-456-1701 or reservations@metrocars.com

For group transportation for sedan/SUVs (five and over) and buses, please contact groups@metrocars.com or call Metro Cars direct at 800-456-1701

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