



## **Rates and work method 2018**

You can send your application by telephone or by e-mail to Incognito. Important here are date, time and starting location. We would like to receive the addresses if possible so that the driver can optimally prepare the itinerary. Do you have a preference for a particular driver? We will do our utmost to provide in this preference. You will receive a text message the day before with the name and mobile number of your driver.

### **Hire of an executive driver**

The hourly rate is € 32 exclusive VAT for an executive driver, with a minimum of 3 hours per order. The hourly rate starts as soon as the driver has reached the agreed location and ends when he leaves the starting location at the end of the assignment.

### **Car rental with executive driver**

Incognito can provide various cars with an executive driver for you. The hourly rate for a car with executive driver is: €70 for our Mercedes-Benz S350dL, €70 for the BMW X5 3.0d, €50 for the Mercedes-Benz V250d. All previous prices are inclusive VAT, fuel and mileage with a minimum purchase of 3 hours per assignment. We can also offer other vehicles with an executive driver, these rates are on request. For events or large parties we have various coaches available.

### **Travel allowance**

Travel costs are not charged for an executive driver when the starting location is 20 kilometers from our headquarters. If the starting location is outside this zone, the hourly rate of an executive driver applies. Should the driver end up elsewhere than where the assignment has started, the travel time and travel costs will be calculated to return to the starting location. For assignments where a car with driver is requested, the above hourly rates start at our headquarters until return to our headquarters.

### **Meal allowance**

When an assignment takes 8 hours or more, we charge a lunch / dinner fee of € 12.50. For assignments that last longer than 12h00 this fee is € 25.00.



### **Overnight stays**

If the assignment includes a trip including an overnight stay, the hours in rest will not be charged, with a maximum of 10 hours. If you do not provide a place to sleep in a hotel, then Incognito® will charge €100 per night in the Benelux and €125 per night in the rest of the E.U.

### **Sundays and national holidays**

An hourly rate of 150% of the standard hourly rate applies on Sundays and Belgian public holidays.

### **Public transport**

After 22:00, and for locations where no public transport is available, additional costs will be charged. Incognito® will inform the customer of this as much as possible.

### **Terms and Conditions**

A copy of our general terms and conditions will be sent on request.

### **Cancellation costs**

You can cancel a granted assignment free of charge up to 7 days before the start. In case of cancellation within 7 days, 50% of the order will be charged. The order will be charged 100% if you cancel 24 hours before the start of the assignment.