

Woods Transportation

Invoice

Phone: 256-547-2234 Fax: 256-547-2236 Email: transportationw@bellsough.net

FIELD TRIP / EXCURSION / SPORTS TRANSPORTATION REQUEST FORM

School Name			
Contact Teacher & Number			
Name(s) of Supervisors On Bus			
Number of Buses Requested			
Destination			
Departure Date			
Departure Time			
Return Date			
Return Time			
Grade Level(s)			
Number of Students			
Number of Adults			
Price Quoted for Trip			
P.O. #			
Planned Itinerary (Trips Priced Per Extra Stop)			
Lodging Information If Over Night Trip			
Hotel Name and Number(s)			
Drivers Room Provisions			
All cancellations of trips require a two-hour advance notice, unless caused by bad weather or unforeseen occurrence. Late cancellation without advance notice will be charged \$25.00 per bus, if bus arrives at school.			

Signature

Printed Name

Date

Contact Teacher			
Bookkeeper			
Transportation Co.			