

# Instructions for Chicago Limo Service Airport Pick-up

Would you like to be picked up by a car service when you arrive in the United States? TCSPP has secured a discounted rate with a well-known car service that will meet you at most US airports and drive you to your new home. Chicago Limo Service picks up Chicago students directly and uses affiliate services in DC and Southern California campuses. Chicago Limo will schedule a car for you with a licensed affiliate service in your area.

If interested, follow the steps below.

1. You should logon to <https://book.mylimobiz.com/afslinc>.
  - a. Click "Quick Reservations".

The screenshot shows the Chicago Limousine Service website. The header includes the company name and logo. A navigation menu on the left lists 'Services', 'Rates', 'Reserve', and 'Contact'. The main content area features a 'Login To Your Account' form with fields for 'Username' and 'Password', and a 'Login' button. To the right of the login form, the 'Quick Reservations' link is circled in red. Below this link are sections for 'Instant Rate Lookup', 'Request A Quote', and 'Create An Account'. The footer contains contact information and a copyright notice.

**Chicago Limousine Service**  
April's Full Service Livery, Inc.

Services  
Rates  
Reserve  
Contact

**Login To Your Account**

Username:   
Password:   
Forgot your login info?   
Create new account

**Quick Reservations**  
Not a frequent traveler? No problem, go directly to our Quick Reservation form. Book your trips in three easy steps without having to create a full profile. [Start Reservation >>](#)

**Instant Rate Lookup**  
Lookup rates by zip/postal code, city or airport. [Click Here>>](#)

**Request A Quote**  
Need a quote? [Request it](#) in two easy steps.

**Create An Account**  
Manage your account Anywhere, Anytime. View up to the minute statuses of reservations. Add multiple passengers to your account, store locations, credit cards & more... [Create Profile >>](#)

[Services](#) | [Rates](#) | [Reservations](#) | [Contact Us](#)  
Phone: (312) 735-6111 Fax: (847) 439-0010 E-Mail: [LimosofChicago@aol.com](mailto:LimosofChicago@aol.com)  
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- b. You must make reservations **48 hours** in advance. If you need to be picked up in under 48 hours, call **(312) 735 - 6111**

- c. Enter you arrival and destination information, personal contact info, etc.
- d. Enter "TCSP" as both the COUPON CODE and the GROUP NAME. You will be given a discounted flat rate of \$84 (Chicago) from either O'Hare or Midway Airports to the downtown Chicago area. Students on DC and Southern California campuses will also be given a discounted rate based on your arrival and destination locations.

# Chicago Limousine Service

April's Full Service Livery, Inc.

Services  
Rates  
Reserve  
Contact

Home   New Quote   **New Reservation**   Rate Lookup

**Book A Reservation In Three Easy Steps**  
All reservations must be made at least 48 hours in advance. Don't have 48 hours? Please call (312)735-6111.

Pick-up Date: \*   Pick-up Time: \*   Passengers: \*   Luggage: \*   Service Type: \*

 
 HH ▾ MM ▾ AM ▾  
 1  
 0  
 --NOT SELECTED-- ▾

**Pick-up location**   Address   **Airport**   Seaport   Private Aviation   Hotel, Restaurant, etc.

Street Address 1: \*   Street Address 2:   Location Name: (e.g. Home, Office)

    

City/Town: \*   State/Province/Territory: \*   Zip/Postal Code:   Country:   ←

  --NOT SELECTED-- ▾      --NOT SELE( ▾

Phone # (if different)   Special Instructions:

 

I need to make stops between my pick-up and drop-off locations

**Drop-off location**   Address   Airport   Seaport   Private Aviation   Hotel, Restaurant, etc.

Street Address 1: \*   Street Address 2:   Location Name: (e.g. Home, Office)

    

City/Town: \*   State/Province/Territory: \*   Zip/Postal Code:   Country:

  --NOT SELECTED-- ▾      --NOT SELE( ▾

Phone # (if different)   Special Instructions:

 

**Passenger Information**

First Name: \*   Last Name: \*   Phone: \*   Email: \*

       

If you need to enter more passenger names, please [click here](#).

**Vehicle Type:**  ▾   ←

PO/Ref#:   **Group Name:**    Handicap Accessible Only:   Child Seat Required:

   ▾    ▾

If you need more child seats, please [click here](#).

Other Notes/Special Requests:

Referral Source:   **Promo Code:**    Occasion:

▾       ▾

Fill in the address of the airport you are flying in to – do NOT click on the airport tab

Make sure that you have selected Sedan/Town Car

- e. Enter your payment information (credit card only).
- f. Click on "I accept".
- g. Click Submit Reservation.

**Chicago Limousine Service**  
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Home New Quote **New Reservation** Rate Lookup

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[Edit Trip Details](#)

**Pick-up Date & Time:** 02/26/2015 07:05 AM  
**Passenger(s) & Luggage:** Jane Doe + 0 Guest(s) and 1 pc(s) of luggage  
**Contact Info:** 312-867-5309 / [new1234@ego.thechicagoschool.edu](mailto:new1234@ego.thechicagoschool.edu)  
**Service Type:** Airport Arrival  
**Vehicle Type:** Sedan/Town Car (up to 4 passengers)

**Routing Information:**  
**Pick-up:** , O'Hare, Chicago, IL, 60666, US  
**Drop-off:** New home, 123 New Student Dr., Chicago, IL, 60610, US

**Payment Information**

Select Your Preferred Payment Method: Credit Card (dropdown)  
 New Credit Card (dropdown)

Name On Card: [text field]  
 Credit Card Number: [text field] Exp Date (MM/YY): [text field] CVC: [text field]  
 Billing Street Address: [text field]  
 City/Town: [text field] State/Prov: [dropdown] Zip/Post: [text field] Country: [dropdown]

**Agreement**

PRIVACY AND CONFIDENTIALITY NOTICE: This electronic mail message and any attached files contain information intended for the exclusive use of the individual or entity to whom it is addressed and may contain information that is proprietary, privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any viewing, copying, disclosure or distribution of this information may be subject to legal restriction or sanction.

I agree  I disagree

Submit Reservation

- h. The first email you receive will have a reservation reference number for your request. The second email you receive will be a confirmation that they are picking you up at the place and time you requested.

### Arrival Instructions for Students utilizing Chicago Limo Service Airport Pickup:

Keep a copy of this page with you on your flight!

Your driver will monitor your plane's arrival and will pick you up 75 minutes after your plane has gated. This 75 minutes will give you time to retrieve your luggage and pass through customs.

When you have gathered your luggage and passed through customs, call 800-601-1180 *immediately* on a US phone, international cell phone, or airport pay phone to inform the driver that you are ready for pick up. You will need to give the phone operator your name or confirmation number.

**Your driver will have a sign in their window with the TCSP logo (see Image below) and your name on it. DO NOT go with a driver that does not have name/logo! If you do not meet the Chicago Limo driver and instead take a cab or another transportation method, you will still be charged the full rate.**



TheChicagoSchool  
of Professional Psychology