



FHSU RENTAL CAR RESERVATION REQUEST FORM



Name of Traveler: _____

Travelers Phone Number: _____

Travelers Email Address: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Is this a 1-way rental **(Select One)**: Yes No

If "Yes" where will the vehicle be dropped off at: _____

Size of Vehicle Request (Select One):

Compact Car / Midsize Car / Full-size Car / Small SUV / Mid SUV / Minivan / Truck / 12 Pass Van

FHSU Department Contact Information

Department Name: _____

Contact Name: _____

Phone: _____ Contact Email: _____

Special Requests or Notes: _____

EMAIL COMPLETED RESEVATION REQUEST FORM TO:

jamie_day@rentlewis.com

A confirmation email will be sent to the contact and traveler's email address above.

Note: Hertz is open Mon. – Fri. 8:00 – 4:00 and Closed Sat. and Sun. Please plan accordingly.

A FHSU P-Card will be required at the time of pick-up.