



Corporate Office: P.O.Box.22202, Tulsa, Oklahoma 74121-2202

Date: September 19, 2007

Re: New Business Applicant account

Tulsa Credit Email Address: arcreditdepartment@vanguardcar.com Tulsa Credit Department fax: 918-401-8029

The **Business Applicant** (BA) account number assigned to the [Department/agency] is **XXXXXX**.

Please note that this number is ready to use and is tied to the department's CRBTA account.

The following are instructions for using this **Business Applicant** account:

- Advance reservations are required for all Business Applicant rentals.
- **This account number should be kept secure and not issued to the traveler.**
- **At time of rental, the Business Applicant renter is required to present a valid driver's license.**
- To book with National directly, please call 1-800-227-7368 and inform the National agent you are booking a BA rental (Business Applicant) and provide the agent with the BA number, **along with Contract ID number 5400321 (State of CA)**.
- For travel agency reservations, the travel agent must enter the BA number in their "ID field" **(i.e. ID - XXXXXX)**.
- **For internet bookings, go to www.nationalcar.com**
 - Click on "Rates and Reservations" tab.
 - Enter reservation information – the State of CA Contract ID is 5400321.
 - Above the "FLIGHT INFORMATION" tab, there is a box to be checked; specifically, it states "Check here if you will be making a reservation using a Central Bill Number" – **CHECK THAT BOX.**
 - **Enter the BA number in the field that appears, asking for Central Billing or Business Account number**
 - **Billing reference codes may be inputted**