

Memo

To: George Homewood
From: Kristie Holcombe
CC:
Date: April 4, 2006
Re: Virginia Swimming

Dear Mr. Homewood:

Thank you for your inquiry regarding transportation from the Richmond Airport to downtown Richmond in May. We provide this transportation on a regular basis to anyone flying into the airport. Our rates are as follows:

One Way:

One Passenger	Two Passengers	Three Passengers	Four Passengers
\$16.25	\$21.00	\$25.75	\$8.00 each

Round trip: \$28.50 each

The passengers have to be traveling to the same destination and have to pay together (on the same credit card or with cash) in order to receive the multiple passenger discount.

We have sedans and vans available at the airport, and for a larger group (more than 8 passengers) we can reserve a minibus. No reservations are required for arrivals, unless you have a large group and would like a bus. To reserve a bus, you can call me at (800) 552-7911 and I will discuss rates with you.

We do require reservations for your return trip to the airport. You can call us in advance or wait until you arrive in Richmond to make your reservation.

We can also provide transportation for groups in town for a dinner out, or for a sightseeing tour. These can also be booked by calling me.

If you have any questions, don't hesitate to call me and ask. I am usually in the office from 8 AM until 5:30 PM Monday through Friday.