Departure		Return	
Ticket ID Number:			
Date:	Computer Staff: (first name)	Date:	Staff:
Start Time:		Return Time:	Duration:
Deposit: ☐ Cash ☐ Credit Card		Payment: ☐ Prepaid ☐ Cash/Traveler's Check ☐ Credit Card ☐ Gift Certificate ☐ Voucher (Groupon, Travelocity, etc.) ☐ Coupon Code: _____	
Notes (including discount code, if applicable):			

Product	Qty	1 hr (minimum)	2 hrs	3 hrs	4 hrs	Day (over 4 hrs)	Overnight (up to 24 hrs)	Other	Subtotal
Comfort Bike		$10	$16	$24	$32	$40	$50		
DC Cool Bike		$10	$16	$24	$32	$40	$50		
Kids Bikes		$10	$10	$15	$20	$25	$35		
Kids Trailers		$10	$10	$15	$20	$25	$35		
Tandem		$15	$28	$42	$56	$70	$80		
Performance		$15	$20	$30	$40	$50	$60		
Road		$15	$30	$45	$60	$75	$85		
Wheelchair		$10	$16	$24	$32	$40	$50		

Discounts (subtract from total) (-)

Additional Notes:

Merchandise:	Price	Quantity	Subtotal
Lost lock, bag	$25		
Lost key, pump, cable	$10		
Late Fee	$15		
Drop Fee	$5		
Water	$2		
Other (fill in)			

Subtotal:	
+ Taxes (6% DC) (5% VA)	
TOTAL CHARGES	
Paid & Closed by:	