



## TO MAKE A RESERVATION

### Call Your Local Enterprise Rent-A-Car Office

Enterprise Worldwide Reservations 800-261-7331

Website <http://www.enterprise.com>

- Enter your corporate account number
- And then your 3 digit pin

#### Account Numbers

46OR002 – Official State of Oregon Travel

46OR003 – Official Travel on Behalf of an Oregon Cooperative Purchasing Program Member

46OR004 – Official Travel on Behalf of the Oregon University System

- Please note – renter will need to provide a credit card in their name at the time of the rental when these account numbers are used. If your agency or organization needs a billing solution, please e-mail [e9119n@erac.com](mailto:e9119n@erac.com)

#### Points to remember when renting:

- **ENTERPRISE WILL PICK YOU UP!!!** – call renting office directly for details.
- You will be given a Confirmation Number (either over the phone, fax or e-mail), please take this confirmation number with you to the Enterprise counter.
- **Decline Damage Waiver and Liability coverage since it is included in the State rate (Corporate Account Number must be on contract).**
- Please walk around vehicle and check for unmarked scratches/ or marks and bring to counter's attention before you depart.
- All accidents require a Police Report and communication back to Enterprise and your [Risk Management Coordinator](#) within 24 hours of the accident; this complies with the terms of the rental agreement.
- To save employee time, Enterprise offers a Free Pick Up and Return Service. Should an employee need a car at the office or home, Enterprise Rent-A-Car will come pick them up and return them when they are done with the rental. They generally have an office only 10-15 minutes away from your office or home.

**CDW AND LIABILITY COVERAGE REQUIRES THE USE OF CORPORATE ACCOUNT NUMBER.**

If the terms of the rental agreement are violated, CDW and Liability coverage will not apply. *Must be booked at State rates, promotional rates do not apply.*

**ADDITIONAL CONDITIONS AND INFORMATION**

**CDW Coverage and Liability**

Includes Damage Waiver and Liability for all business rentals, at **all U.S. Locations.**

**Accident Claims**

All accidents require a police report and communication back to Enterprise within 24 hours of the accident; this complies with the terms and conditions of the rental agreement.

**Unlimited Mileage**

Unlimited Mileage at all locations for round trip rentals only.

**Fuel Charges**

To avoid fuel charges from the rental location, travelers are urged to re-fuel the rental vehicle to the level indicated on the contract.

**Reservations**

Require a 24-hour advance booking and 7 calendar days in advance for one way rentals and specialty vehicles. A confirmed reservation shall be guaranteed vehicle availability including no added cost if upgraded vehicle is provided due to confirmed class not being available.

**Thinking about using your personal car and seeking reimbursement?**

Should you decide to take your own vehicle and seek reimbursement, please remember that you accept the risk of any claims arising from the use of your personal automobile. Not every insurance policy extends coverage when you use your personal vehicle for work. Consult your insurance agent to determine how your policy might cover you when using your personal vehicle for work.

Renting under the terms and conditions of this contract transfer any risk of a claim to Enterprise Rent-A-Car provided terms and conditions of the rental contract have not been violated. In addition, renting (rather than reimbursing) may save your organization money A typical business trip of 80 miles or more per day will be less costly than reimbursement.

**Roadside Assistance**

**800-307-6666**