

Dear **Yoko Kobayashi**,

1. When arriving to Los Angeles Airport after taking your luggage (Lower level) exit the terminal and proceed to the marked "Van Stop" sign as you can see on the picture # 1 **SHARED RIDE VANS**.
2. Please give your confirmation number and our account number to the uniformed **G**uest **S**ervice **R**epresentative in the bright **blue** and yellow polo shirt/jacket shown on picture # 2 and the **GSR** will radio your van for you. Which it will arrive in 5-10 minutes.
3. Make sure that you only board a blue van with yellow lettering as shown on the picture # 3. When boarding the blue van you must request a Direct Bill Form and you must obtain a receipt on-board the van or have number for any future references.

Do not pay the driver for your transportation please ask the driver for Direct Bill form and give your confirmation number & our account number to the Super Shuttle driver. In case of not presentation of this information Universal Student Housing will not be responsible for any fee or refund.

Your Confirmation Number is: 555555

Our Account Number is: 00000



Picture # 1



Picture # 2



Picture # 3

Gratuuity to the driver is up to the passenger
And it is not included.