

To: Admiral E.R. Zumwalt
Fax: 703-528-5795
Limo arrival confirmation # Pick up by Jim Gardner License Plate
car phone
Limo departure confirmation # 47848

*Limousine Service Instructions
Chicago Metro Limo
Monday, April 21, 1997*

- Go to baggage claim area
- From baggage claim area, look at top of exit door to see what exit door you are nearest (information limo driver needs) (i.e. 3C, 3D, 3E)
- On a payphone, dial 1-800-242-2657 (toll free) for Chicago Metro Limousine. Give them your name and the exit door you are nearest to.
- Chicago Metro will tell you the license number, and the type and color of the car/limo that will pick you up. They will also tell you how long it will take the limousine to meet you. When your limousine is due, walk outside the exit door you gave to the limousine company. Walk across one lane of traffic to the concrete island and watch for your limousine.
- Once you are in the car, confirm with the driver that you are to be taken to Baxter Healthcare Corporate Headquarters.
- *The charges and gratuity for the limousine service have already been paid. You do not need to pay the driver.*
- The drive is approximately 20 miles and will take approximately 30 - 45 minutes, depending on traffic.

Any questions? Feel free to contact me. On Monday, I will be at the lunch and will be able to help as needed.

Kathy Straus