

Instructions for Drivers

To ensure smooth communication with passengers, drivers should use the following templates by copying and pasting the appropriate message for the situation. Replace the placeholders (e.g., [Insert Name], [X minutes], [Car Model], etc.) with the relevant details before sending the message.

Tips for Efficiency:

- Save these templates on your phone for quick access.
- Pre-fill commonly used details like your name, car model, and registration number to save time.
- Double-check all information before sending to ensure accuracy and professionalism.

Regular Client from a Private Residence to Airport

Good [morning/afternoon/evening] Ms/Mr [Insert Name],

It's [First Name of Driver] from Marquee Limousines. I've parked outside your residence and am ready to leave at your convenience for the Sydney International Airport.

The drive will take approximately [X minutes].

If you leave your luggage at the front door, I'll take care of it for you.

I look forward to driving you again.

Car: [Car Model]

Rego: [Registration Number]

[Driver's Full Name]

Chauffeur

Marquee Limousines

New Client for Driver

Good [morning/afternoon/evening] Ms/Mr [Insert Name],

I'm [Driver's First Name], your chauffeur from Marquee Limousines, driving you to the Sydney International Airport.

I've parked outside [specific location, e.g., building B at 11 Talavera Rd, Macquarie Park] in a [Car Model] registration [Registration Number], and I'm ready to leave at your convenience.

Currently, the drive will take approximately [X minutes].

I look forward to driving you.

[Driver's Full Name]
Chauffeur
Marquee Limousines

Qantas Arrivals

Good [morning/afternoon/evening] Ms/Mr [Insert Name],

I'm [Driver's First Name], your chauffeur for this afternoon, driving you to [Destination] in a [Car Model] registration [Registration Number], which will take approximately [X minutes].

I'll meet you at the bottom of the escalators nearest to carousel 5 of the Qantas baggage/arrivals area where I'll be holding an iPad displaying your name.

Do you have luggage to collect?

I look forward to driving you.

[Driver's Full Name]
Chauffeur
Marquee Limousines

International Arrival Message

Good [morning/afternoon/evening] Ms/Mr [Insert Name] and Welcome to [City],

I'm [Driver's First Name], your chauffeur from Marquee Limousines, driving you to [Destination].

I'll meet you outside the customs area where I'll be holding an iPad displaying your name.

I'll be driving you in a [Car Model] registration [Registration Number], and the drive will take approximately [X minutes]. I look forward to driving you.

If you require any further information, please call or text me.

[Driver's Full Name]
Chauffeur
Marquee Limousines

Regular Client to Any Destination

Good [morning/afternoon/evening] Ms/Mr [Insert Name],

It's [Driver's First Name], your chauffeur from Marquee Limousines.

I've parked outside your residence and am ready to leave at your convenience for [Destination].

The drive will take approximately [X minutes].

Today's weather is [current conditions, e.g., sunny with a temperature of [High and low for the day], with [additional weather details if applicable, e.g., expected winds from 3:00 PM].

I look forward to driving you once again.

[Driver's Full Name]
Chauffeur
Marquee Limousines

Virgin Arrivals

Good [morning/afternoon/evening] Ms/Mr [Insert Name],

It's [Driver's First Name], your chauffeur from Marquee Limousines.

I'll meet you outside the Virgin arrivals/baggage claim area opposite carousel 3.

Do you have any luggage to collect?

I look forward to driving you.

[Driver's Full Name]
Chauffeur
Marquee Limousines