

Hertz Online Booking Instructions

DIRECT BILLING OPTIONS

The Hertz Corporation

Hertz offers two direct bill options for the processing of your Purchase Order.

USING AN AGENCY P-CARD FOR YOUR DEPARTMENT RENTALS:

1. Direct Bill Option 1: GUARANTEED CHARGE CARD (GCC)

- Applicant number (direct bill) assigned to the company for billing purposes, with all charges going to an existing company guaranteed P-Card/credit card.
- Charges are processed after every rental is returned.
- **Need:** GCC application. Please contact Nadika Perera at nadika.perera@hertz.com for application.

USING AN AGENCY P-CARD FOR YOUR DEPARTMENT RENTALS:

2. Direct Bill Option 1: Central Billing Applicant Program (HCC)

- The company will receive a monthly billing statement detailing each rental and the total amount due.
- Payment from Purchase Order will be remitted back to Hertz for processing.
- **Need:** HCC application, W-9, and tax-exempt form. Please contact Nadika Perera at nadika.perera@hertz.com for application.

Thank you for choosing Hertz!

Hertz, Let's Go!