

Colonial Parking, Inc.
Validation Order Request Form
Please allow 2-3 business days for processing



Date*: Account Number*:

Contact Person*:

Company/Event*:

Address*:

City*: State*: Zip*:

Email: Phone #*:

***I would like:**
TICKETS
(Sold Individually)
STICKERS
(Sold in Books of 48)

Payment Type:

Credit card type (Visa, MC, Amex) Name (as it appears on card)

Card Number Expiration Date Security Code

Validation Order Information:

Location Number*:

Validation Quantity*:

Validation Value*: (1-hr/2-hr/All Day)

Delivery Method: (Orders without delivery method are sent by Fed Ex 2-Day Delivery and charged in the amount of \$9.90)

Pick-up at Colonial Corporate Office (1050 Thomas Jefferson St., NW Suite 100 Washington, DC 20007)

I am ordering chaser tickets; these are picked up at the location.

Fed-Ex Priority Overnight (Next business day by 10:30 a.m.) - \$12.90

Fed-Ex 2-Day (2 business days by 10:30 a.m.) - \$9.90

Fed-Ex Ground (5 - 7 business days, by end of day) - \$7.90

Please use my Fed-Ex account number to ship my order.

Order Authorized By*:

*Print Name & Title

*Signature and Date

Please send order form to ppvalidate@ecolonial.com or Fax 202-295-8111

- 1) **Please Note: Processing Fee in the amount of \$4.99 will be charged on each order.**
- 2) **Payment for this order is due at the time of order processing.**
- 3) **Validation stickers will not be released prior to receipt of payment.**



Validation Frequently Asked Questions

Q- What is a Validation?

A- A validation is a prepaid voucher for daily parking. Validations can be purchased for 1-hr, 2-hr or the full daily parking fee(All Day).

Validations come in two type, stickers and tickets. Validation type is determined by the individual location. (i.e. some locations only use stickers, some only use tickets) If you are unsure of your validation type, please contact us at ppvalidate@ecolonial.com.

Q- Can I use the validations at any Colonial Parking garage?

A- Validations are location specific and can only be used at the location indicated on the validation sticker or ticket.

Q- How do I determine the value of the validation?

A- Each validation has the value printed on the front of the validation sticker or ticket.

Q- How do I place a validation order?

A- A validation order may be placed by completing the validation order request form and submitting with full payment to ppvalidate@ecolonial.com or fax 202-295-8111. Please remember to specify the Colonial location on your order form.

Q- How do I find the location number?

A- There are several ways to identify the location number:

- The number is posted at the entrance of each garage.
- If you have a monthly parking account at the location; the first 3 digits of your 7-digit account number is the location number.
- Use our parking locator at the top of our home page at www.ecolonial.com to search by the location address.

Q- How can I get additional Validation Order Request Forms?

A- Visit our website at www.ecolonial.com; go to the 'Parkers' tab and then to the 'Documents' tab. Scroll down to 'Order Form for Validation Stickers' and click on the link. Forms can be downloaded and printed directly from our website.

Q- How much do they cost?

A- Validation prices are based on the daily parking rates posted at the location.

Q- How do I pay for my validation order?

A- Validation orders are required to be paid up front; full payment is needed before your order can be processed. There is an option on your order form to provide payment information at the time of ordering. If payment is not received in advance, we will send an invoice; when payment on that invoice is received, your order will be processed and validations will be set up for delivery.

Q- How long does it take to receive my order after submitting my request?

A- After receipt of payment for the order, please allow 2 – 3 business days for processing. Delivery may vary based on the requested method of delivery.

Q- Do the validations expire?

A- Validation stickers do not expire, however; validation tickets may expire based on the type of validation time frame requested. (i.e. 1hr/2-hr/All Day)

Q- Are Validations refundable?

A- Unfortunately Validations are non-refundable