Car Rental Booking Process.

To better assist in this process, please follow the following steps:

For Local Rentals:

BY PHONE:
1. Call the local Enterprise Branch (Peach Street), 814-864-6899 and select option #4
2. Book reservation by identifying yourself as an employee of Edinboro University.
3. Provide most accessible contact phone number for renter
4. Request Confirmation be emailed to you

Note: rental pick-up and returns are determined by the renter at the time of the reservation and is the basis of the rental fee. **Call the branch if the actual return time changes.** This is important as an earlier return may result in a lower rate. Notification of a later return is required by Enterprise.

ONLINE:
On-line rentals will become available pending legal review. A notice will be sent out when operational.

Deliveries and Returns

- When making reservations, be sure that you will be available to meet the Enterprise employee with valid driver’s license upon delivery.
- Return the vehicle at the scheduled time. If you are going to be late, provide at least a one-hour notice by phone to the local branch is required.
- Return the car to the designated space.
- Upon your return from your trip, deposit the keys into the Enterprise drop box located outside of Crawford Hall. **Do not leave them inside the vehicle.**
- Monday deliveries can be scheduled after 9:00 AM.
- Tuesday-Friday can be scheduled after 8:30AM.

**PEACH STREET OFFICE HOURS** (814-864-6899, option#4):

Monday-Friday: 7:30AM-6:00PM
Saturday: 9:00AM-2:00PM
Sunday: 9:00AM-1:00PM

**RECEIPTS:**
Receipts can be obtained through [www.enterprise.com](http://www.enterprise.com) 24 hours after you rent your car. Please forward a copy of the receipt to AccountsPayable@edinboro.edu.
PRIVATE RENTALS:

Edinboro employees can rent a vehicle for private use at the same rates charged to Edinboro.

BY PHONE:
Call the designated Enterprise Branch press 4 Book reservation and provide EU discount number L402682 Provide most accessible contact phone number for renter Request Confirmation be emailed to you

ONLINE:
Go to www.enterprise.com book car add Corporate number to corporate number (section3).