



**Organizing Swiss** – Professional solutions for private and corporate customers.  
Services provided: Guest Relations, Relocation, Limousine Transport, Health Care, Security Services

## OZ Swiss – Services & Quality Management

OZ Swiss' first goal is to achieve a perfect balance between quality and cost. We strive for efficient and flexible customer service and maintain high service standards, while we do not forget about social responsibility either.

Based on our experience in the field of Guest Relations Services and with high demanding consultancy assignments it goes without saying that this tradition is applied to our Limousine Services as well.

We also want to draw your attention to the importance of safety standards. Ascertain that your transport service provider is able to operate in accordance with the security policy of your company. Keep in mind, that the risk of accidents, indiscretion or even thefts is much higher than that of a plane crash. If your top executives are not allowed to take the same jet, they surely should not get into just any car.

Our tips on how to review your service provider:

- Look for an entry in the Commercial Register. For Swiss companies, it can be checked simply online on the page [www.zefix.ch](http://www.zefix.ch).
- No airport badges are issued without a basic background check. For instance, to get a badge at Zurich Airport, criminal history records of the previous five years have to be presented.

Does your transportation service meet the requirements that your own company has to meet? Find out with the help of the checklist below! A veritable company must be able to provide simple proofs for every point listed.



		OZ Swiss	Others
<i>modern and reliable company</i>	adapting to your own standards and practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	adapting to your security policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	integrity guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	standardisation of practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	professional employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	professional communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	quality management – from taking orders to invoicing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	licenced service under Swiss law	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>social responsibility</i>	CO <sub>2</sub> neutral (by compensation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Eco-friendly cleaning facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	sponsoring charity organisations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>services</i>	limousine service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	guest relations services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	relocation services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	health care service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	personal security service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	emergency service for underaged in boarding schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	support by event coordination and organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	consulting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>vehicles</i>	limousines and business vans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	newest models	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	all cars 4 wheel drive	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	free WiFi on board	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>chauffeurs</i>	regularly trained	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	fluent in English and German	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	with airport badge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	pick up at luggage claim	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>infrastructure</i>	back office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	24/7 availability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	online booking system with customer's login	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>safety</i>	licenced service partners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	passenger and company liability insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	background checks on staff and subcontractors	<input checked="" type="checkbox"/>	<input type="checkbox"/>