

# Checklist vehicle returns/exchanges

We have compiled a checklist to ensure that returning and/or exchanging your company car goes as smoothly as possible. Please ensure that you have notified Alphabet Fuhrparkmanagement (Schweiz) AG of the vehicle return and made a return appointment. Your Alphabet office contact person will be happy to assist you with this. You can find the contact details on our website, [www.alphabet.ch](http://www.alphabet.ch).

## Are the following items and vehicle components in place?

- All keys
- Vehicle registration document
- Complete car literature (filled out service booklet and owner's manual)
- Key code card \*
- Radio code card \*
- Remote control for auxiliary heating \*
- Mobile phone preparation \*
- CD changer \*
- DVD for navigation system \*
- Complete toolset
- Warning triangle and first aid kit
- Partition net and luggage compartment cover \*
- Windscreen with protective cover \*
- Tow hitch with all keys and tow ball \*
- Spare tyre \*
- Tyre repair kit \*
- Floor mats
- Car charger
- Summer / winter tyres inc. wheels\*

## Have the following criteria been met?

- Is the vehicle roadworthy and safe to drive?
- Is there enough fuel in the tank (minimum distance 80 km)?
- Is the oil level sufficient?
- Does the tread depth of the tyres assembled on the vehicle meet the statutory minimum depth?
- Has all damage covered by insurance been documented and reported?
- Were all inspections and maintenance services entered in the service booklet?
- Is the vehicle clean in the interior and on the exterior and in flawless optical and technical condition?
- Were all personal belongings (including safety vests) removed from the vehicle?
- Was the Fuel & Service Card destroyed?
- Was the vehicle restored to its original condition?

\* Only for relevant vehicles/configurations

### Notes

- Prepare a return record together with the mechanic. In addition, an independent condition analysis will be conducted by a neutral vehicle expert after the vehicle is returned. You can find exact information about vehicle assessment in the vehicle returns guide.
- Report any damage with a sufficient lead time to your partial or fully comprehensive insurance policy or to Alphabet so that repairs can be made prior to the vehicle being returned. The insurer generally can no longer process claims after the vehicle has been de-registered.

I hereby confirm that I am returning my vehicle in line with the above criteria and that I have taken note of the terms and conditions in the vehicle returns guide.

Last name, first name: \_\_\_\_\_

Place, date: \_\_\_\_\_

Signature: \_\_\_\_\_