

Return protocol

Lessee / leased vehicle

<u>Lessee/client:</u> _____	<u>Returning partner:</u> _____
<u>User/authorised representative:</u> _____	<u>Vehicle to be returned:</u> _____
<u>Postcode/town:</u> _____	<u>Chassis number:</u> _____
<u>Telephone:</u> _____	<u>Number plate:</u> _____
<u>E-Mail:</u> _____	<u>Odometer reading upon return:</u> _____

Difficulties during return due to: Darkness Dirt Snow/ice Rain Other:

If there are difficult conditions during handover, it may not be possible to fully complete documentation of any defects with the vehicle in the return log.

Agreement on vehicle condition and equipment check inside (key: D = damage, C = contamination/dirt, T = tear)

<u>Front seats:</u> _____	<u>Interior panelling:</u> _____	<u>Carpeting:</u> _____	<u>Boot/truck bed:</u> _____
<u>Rear seats:</u> _____	<u>Number of seats (for vans):</u> _____	<u>Sunroof:</u> _____	<u>Dashboard/central console:</u> _____

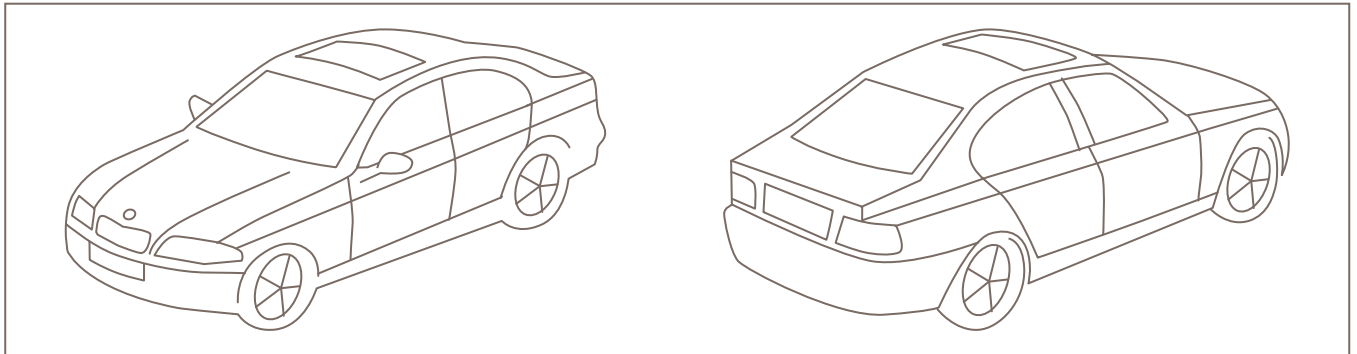
Accessories/equipment returned

- | | | |
|--|---|---------------------------------|
| <input type="checkbox"/> Key: ___ pcs. | <input type="checkbox"/> User manual | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Vehicle licence | <input type="checkbox"/> Service log book | <input type="checkbox"/> |
| <input type="checkbox"/> Fuel card | <input type="checkbox"/> Servicecard | |
| | <input type="checkbox"/> Additional seats/
glove compartment | |

Tyres/rims

- | | | | |
|-----------------------|---------------------------------------|---------------------------------------|---|
| <u>Fitted tyres:</u> | <input type="checkbox"/> Summer tyres | <input type="checkbox"/> Winter tyres | <input type="checkbox"/> Spare wheel |
| | <input type="checkbox"/> Spare wheel | <input type="checkbox"/> Steel rims | <input type="checkbox"/> Aluminium rims |
| <u>Returned with:</u> | <input type="checkbox"/> Summer tyres | <input type="checkbox"/> Winter tyres | <input type="checkbox"/> Aluminium rims |
| | <input type="checkbox"/> Spare wheel | <input type="checkbox"/> Steel rims | <input type="checkbox"/> No second set
of wheels |

Damage assessment * Damage key: B = bump / D = dent / MP = missing part / GW = general wear / S = scratch / X = break / ST = stone impact
Required action key: RL = replace / RP = repair / RN = repaint / P = polish**



<u>Vehicle involved in an accident?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Claims report:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Driver present?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Inspection due?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No		

Vehicle condition: The interior and exterior of the vehicle must be cleaned and the tank must contain at least 10 litres of fuel. Any damage must be reported to the insurer before the vehicle is returned.

Condition assessment, expert report: This protocol only serves as a confirmation of the return of the vehicle. After the vehicle has been returned, a condition assessment will be carried out by independent experts in accordance with the "Guidelines for vehicle return and vehicle assessment". This assessment will serve as the basis for the invoicing of any maintenance costs.

Guidelines for vehicle return and vehicle assessment: this brochure contains images and written descriptions of the criteria that apply for the assessment, what type of damage is considered the result of normal use and how the different types of damage may affect the assessment of the vehicle.

Observations: _____

_____ Place, date	_____ User/authorised representative/lessee (signature) By signing this document, the lessee or their authorised representative (user, fleet manager, etc.) confirms the condition of the vehicle as jointly determined upon return.	_____ Dealer/returning partner (signature/stamp)
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