

## Vehicle return/exchange checklist

To ensure that the return and/or exchange of your company vehicle goes as smoothly as possible, we have compiled a checklist for you. Please ensure that you have notified Alphabet Fleet Management (Switzerland) Ltd of the vehicle return and have agreed a return date. Your Alphabet contact will be happy to help you with this.

- |  |  |
|--|--|
| <input type="checkbox"/> All keys (incl. key card)   | <input type="checkbox"/> Is the vehicle cleaned inside and out and in perfect visual and technical condition?          |
| <input type="checkbox"/> Vehicle registration document                                       | <input type="checkbox"/> Have all personal items (including high-visibility vest, etc.) been removed from the vehicle? |
| <input type="checkbox"/> Complete on-board literature (Service Booklet and Owner's Handbook) | <input type="checkbox"/> Have the fuel cards been destroyed and disposed of?   |
| <input type="checkbox"/> Remote control for pre-heating*                                     | <input type="checkbox"/> Was the vehicle restored to its original condition?   |
| <input type="checkbox"/> Warning triangle and first aid kit                                  |  |
| <input type="checkbox"/> Trailer tow hitch with all keys and ball head*                      |  |
| <input type="checkbox"/> Wind deflector with protective sleeve*                              |  |
| <input type="checkbox"/> Spare wheel*  |  |
| <input type="checkbox"/> Tyre repair kit*  |  |
| <input type="checkbox"/> Luggage compartment partition net*                                  |  |
| <input type="checkbox"/> Charging cable  |  |
| <input type="checkbox"/> Floor mats  |  |

\*Only for corresponding vehicles or equipment.

## Personal information for driver

First name \_\_\_\_\_ Last name \_\_\_\_\_ Company \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

### Information about the vehicle

Lease agreement number / number plate \_\_\_\_\_ Brand / model \_\_\_\_\_

Does the vehicle currently have damage or outstanding repairs that need to be carried out?  Yes  No

Damage has already been reported:  Yes  No

Damage was reported to \_\_\_\_\_

Damage number: \_\_\_\_\_

Summer wheels:  Stored in vehicle  In storage Storage location \_\_\_\_\_

Winter wheels:  Stored in vehicle  In storage Storage location \_\_\_\_\_