

## Return protocol

### Lessee/leased vehicle

Please e-mail the record of return to your customer advisor.

\_\_\_\_\_  
Lessee/customer

\_\_\_\_\_  
User/authorised representative

\_\_\_\_\_  
Postcode/city

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Returning partner

\_\_\_\_\_  
Vehicle to be returned

\_\_\_\_\_  
Chassis No.

\_\_\_\_\_  
Number plate

\_\_\_\_\_  
Odometer reading upon return

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

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

### Vehicle condition and vehicle equipment/condition check:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Accessories/equipment returned

- Key: \_\_\_\_\_ pcs.
- Fuel card
- Vehicle registration document
- User manual
- Service card
- Additional seats/rear window shelf
- Miscellaneous \_\_\_\_\_

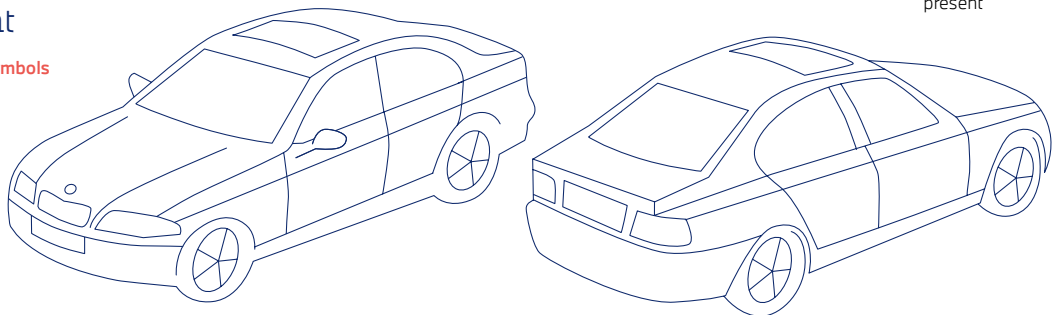
### Tyres/rims

- Fitted tyres**
  - Summer tyres
  - Steel rims
- With delivered tyres**
  - Summer tyres
  - Spare wheel
- Winter tyres
- Alloy rims
- Spare wheel
- Alloy rims
- Steel rims
- Second set of wheels not present

### Damage assessment

**Assessment key**  
 B = bump  
 D = dent  
 MP = missing part  
 GW = general wear  
 S = scratch  
 X = break  
 ST = stone impact

**Evaluation symbols**  
 RL = replace  
 RP = repair  
 RN = repaint  
 P = polish



Vehicle involved in an accident:  Yes  No  
 Inspection due:  Yes  No

Claims report:  Yes  No

Driver present:  Yes  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 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 "Vehicle Return Guide". This assessment will serve as the basis for the invoicing of any maintenance costs.

#### Vehicle Return Guide

This brochure contains images and written descriptions setting out the criteria that apply for the assessment, the types of damage considered to be the result of normal use and how the different types of damage may affect the assessment of the vehicle.

Observations \_\_\_\_\_

City, date \_\_\_\_\_

\_\_\_\_\_  
User/authorised representative/  
lessee (signature)

\_\_\_\_\_  
Dealer/returning partner  
(signature/stamp)

With this signature, the lessee or their authorised representative (user, fleet manager, etc.) confirms the jointly determined vehicle condition.