

Please read when receiving and returning your car.

# Car collection checklist

### **Delivery of your new car**

Please ensure that you inspect the vehicle when delivered inside and out; please check that there is no damage present (dents, scuffs or scratches) and the vehicle is delivered in a clean and presentable manner. If you have any concerns please contact Logical Vehicle Management Limited on 0121 272 1210.

If required the delivering agent can run through the controls of the vehicle and demonstrate these to you.

### **Collection of your old car:-**

Please take note of the following items to ensure a smooth transition:

- Documentation**

All documentation including the vehicle manual, service book and any information relating to all vehicle equipment (including audio equipment, security codes) should be intact and present in the vehicle on its collection.
- Keys**

A full set of keys including the master key, spares and locking wheel nuts should all be returned in a fully operable condition. Failure to supply any of these may result in a charge.
- Appearance**

The exterior should be sufficiently clean to allow a visual inspection and the inside should be cleaned and cleared of rubbish.
- Paintwork, Body, Bumpers and Trim**

The body, painted bumpers and mirrors should all be free of rust and corrosion.
- Chips and Dents**

Small instances of chipping (including chips to the door edge) relative to the vehicle's age and mileage, are acceptable, chipping that requires a full panel repaint is not acceptable. Similarly, dents up to 10mm are deemed acceptable – provided the paint surface is not broken and that there are no more than two per panel. Dents on the roof are not acceptable.
- Scratches**

Small scratches and abrasions up to 25mm are generally acceptable, relative to the vehicle's age and mileage. Any damage present on the vehicle needs to be reported to logical.
- Collection and Mileage**

Please inform logical of the final mileage once your old company car has been collected. Please retain a copy of the collection note for future reference. Excess mileage charges may be incurred if the vehicle has exceeded the agreed contract mileage. These charges were detailed in your contract agreement.

Vehicles must be roadworthy on the day of collection. Any failure to ensure the vehicle is ready for collection on the agreed collection date could result in a charge.
- Other**

You should remove all personal belongings from the vehicle prior to collection, as it will not be possible to retrieve belongings once the vehicle has been collected. We also recommend that you delete any personal data held on electronic equipment (e.g. in-car telephone details, satellite navigation systems).

Cherished plates must be removed prior to collection and standard registration plates reassigned and affixed to the vehicle.

If you have any further questions, please contact logical on 0121 272 1210 or visit [www.logicalvm.co.uk](http://www.logicalvm.co.uk)

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