



1. VEHICLE MAKE AND MODEL \_\_\_\_\_ 2. REGISTRATION: \_\_\_\_\_

3. THE ABOVE VEHICLE IS BOOKED IN FOR THE FOLLOWING WORK:

[Empty box for work details]

4. NAME: \_\_\_\_\_ HOME TEL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ WORK TEL: \_\_\_\_\_  
MOBILE: \_\_\_\_\_

POST CODE: \_\_\_\_\_

EMAIL: [Grid of boxes for email address]

5. HOW DID YOU HEAR ABOUT US ?

Grid of checkboxes for hearing about us: RETURNING CUSTOMER, MOTOR INDUSTRY CODE OF PRACTICE, OUR WEBSITE, COURTESY CAR, FACEBOOK, RECOMMENDATION, INTERNET SEARCH ENGINE, BUSINESS CARD, SOCIAL MEDIA

6. MOT DUE DATE \_\_\_\_\_ 7. SERVICE DUE DATE \_\_\_\_\_

8. USE OF COURTESY CARS (Please cross through if not applicable)

- I can confirm I have a current full driving licence entitling me to drive the courtesy vehicle. I also confirm I am over 21 years of age and have not been disqualified from driving and agree to pay any speeding/parking fines received whilst in my custody.
- I understand the courtesy vehicle will need fuelling and agree to do this. Failure to do this will result in restricted future use. I understand it is against the law to smoke in any courtesy car and agree to keep the vehicle clean. No pets allowed.
- I understand this courtesy vehicle is not to be taken off the Wirral without prior arrangement. If taken off the Wirral without consent, I understand it is my responsibility to have the vehicle recovered back to Discount VW Audi Centre (if required).
- I understand and agree to pay the insurance charge (for 24 hour cover) of £10 for the first day and £5 for each day thereafter to use a courtesy vehicle. This is to be applied in all cases EXCEPT if you have fully comprehensive insurance cover AND you are the policy holder. Named drivers on policies will be subject to the insurance charge.
- I agree that in the event of a claim being made, to pay the excess of £1,000.00 to Discount VW Audi Centre.
- I agree to provide Discount VW Audi Centre with my driving licence (including counterpart) and insurance cover note / policy so a copy can be taken. Please note: this is a requirement put in place by our insurance company and apologise for any inconvenience.

COURTESY VEHICLE MAKE, MODEL AND REGISTRATION \_\_\_\_\_

DATE COURTESY VEHICLE TAKEN \_\_\_\_\_ TIME \_\_\_\_\_ AM / PM

DATE COURTESY VEHICLE RETURNED \_\_\_\_\_ TIME \_\_\_\_\_ AM / PM

DRIVING LICENCE NO. [Box] EXP. DATE [Box] F/C [Box]

INSURANCE POLICY NO. [Box] EXP. DATE [Box] T/P [Box]

INSURANCE COMPANY: [Box]

9. METHODS OF PAYMENT

- We apologise but we no longer accept cheques. We accept all credit cards EXCEPT Diners and American Express (Amex)

10. CONSENT
GENERAL DATA PROTECTION REGULATION (GDPR)
THE GDPR places a clear responsibility on businesses to obtain the consent of people they collect information about.
In order for us to send you important annual service and MOT reminders and also details of any special offers or information about our services which we believe would be of interest to you, we require your consent to be contacted by ourselves.
Please complete the attached consent sheet. Thank you.

I CAN CONFIRM I HAVE READ AND UNDERSTOOD POINTS NUMBERED 1 TO 10 ABOVE

Signed \_\_\_\_\_ Dated \_\_\_\_\_

PLEASE NOTE OUR OPENING HOURS ARE MONDAY TO FRIDAY 8.15am TO 5.15 pm