

END OF LEASE

REQUEST FOR A DAMAGE INSPECTION

PLEASE FILL IN THE FOLLOWING

- Number plate: _____
- Company name: _____
- Indication of date and time : ____/____/20____
(The final date and time will be confirmed after a phone call with SGS)
- Please fill in the personal data of the person with whom the appointment is to be made:
 - Name and first name: _____
 - Mobile phone: _____
 - Email: _____

DESIRED LOCATION

- Your own company location – please fill in the complete address

- *Before an inspection can take place at your location, SGS must first verify the circumstances in which the inspection will be done (enough space, dry and sufficient light) and the ease of accessibility of your location. For this visit, a one time fee will be invoiced.*
- Location “Boortmeerbeek” – **Industrieweg 23 – 3190 Boortmeerbeek – tel. 016 61 93 53**
 - *Available hours: from 8h00 with a last booking at 16h30*

CONDITIONS

- *The inspection is executed before 5 working days after the request*
- *There is no minimum number of inspections required*
- *The vehicle must be clean (outside and inside), tidied up and in dry condition*
- *All official papers and spare keys have to be present in the vehicle*
- *All options and accessories, included in the lease contract, must be present. (This is needed since the inspection report is used to sell the vehicle after the inspection).*

CONFIRMATION

- *SGS will contact you to make the final appointment (date and time)*
- *LeasePlan will send you a confirmation afterwards*

ATTENTION:

The transportation cost will only be dropped if the vehicle is delivered at the LeasePlan Car Remarketing compound in Boortmeerbeek.