

INTERMEDIATE

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 “Cardoen”: please indicate your preference
 - Brussels (Zaventem): **Weiveldlaan 1 - 1930 Zaventem - tel. 02 416 80 70**
 - Monday AM – PM
 - Wednesday AM – PM
 - Friday AM - PM
 - Antwerp - **Boomsesteenweg 958 – 2610 Antwerp – tel. 03 870 75 00**
 - Tuesday AM - PM
 - Ghent - **Poortakkerstraat 11 - 9051 Ghent - tel. 09 385 47 47**
 - Thursday AM –PM
 - *Possible hours: from 9h00 with a last booking at 17h30*
- 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 (except dismantled ski box or bicycle rack)*

CONFIRMATION

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