

VOLKSWAGEN Group Leasing

Account Opening Form

CUSTOMER INFORMATION

Main Address:

Company Name

Address

Town/City

County

Postcode

Telephone No

Fax No

Account Contact

Position Held

Company Type:

(please tick one)

PLC

LTD

Partnership

Sole Trader

If PLC or Ltd

VAT Registration

Company Registration

Nature of Business

Established

Monthly Credit Limit Required

We agree to the attached Standard Terms and Conditions.

On behalf of (Company Name):

Signed:

Print Name & Position:

Date:

For Nexus Vehicle Management Limited:

Signed:

Print Name & Position:

Date:



VOLKSWAGEN Group Leasing

Account Opening Form (cont.)

ADDITIONAL INFORMATION

TBA e-mail address	<input type="text"/>		
Insurance Type	<input type="text" value="COI"/>	<input type="text" value="CDW"/>	
<i>If COI, please attach copy of Fleet Insurance Policy</i>	<input type="text"/>	<input type="text"/>	
Damage e-mail address	<input type="text"/>		
Fine e-mail address	<input type="text"/>		
Client Order No required	<input type="text"/>	Format	<input type="text"/>
<i>Please answer Yes or No</i>			
Duplicate Order No allowed	<input type="text"/>		
<i>Please answer Yes or No</i>			
Invoicing e-mail address	<input type="text"/>		
Statement e-mail address	<input type="text"/>		
Website	<input type="text"/>		
<i>Please sign to confirm authorisation to use your colour scheme and logo from your website</i>			

Any Special Requiriements:

FOR NEXUS USE ONLY:

Account Executive	<input type="text"/>	<i>Please initial</i>
Sales Director	<input type="text"/>	<i>Please initial</i>
Approved by Finance Manager	<input type="text"/>	<i>Please initial</i>
Approved by CEO (if required)	<input type="text"/>	<i>Please initial</i>
Credit Limit Approved	<input type="text" value="£"/>	
Account Opened on IRIS	<input type="text"/>	<i>Please initial</i>
Account Number	<input type="text"/>	
Account Tariff	<input type="text"/>	



Terms and Conditions

1 RESERVATIONS

1a Reservations are made by the hirer and confirmed by car group; in meeting the hirers requirement Nexus may supply any model within each group. NB. The tariff description supplied in your proffered pricing schedule is a generalization of the type of vehicle that can be supplied in this category and not definite as outlined above.

1b All reservations may be made either verbally, by letter, facsimile, e-mail or Internet.

1c Delivery and collection reservations require a minimum of 2 working hours' notice. The hirer is required to inform Nexus of the precise time, delivery and collection locations, which must be within mainland U.K.

1d For early starts and weekend deliveries and collections, Nexus' supplier may pre-deliver the vehicle to the specified location. This is to allow convenience to both parties and to comply with branch opening hours

1e A minimum of 3 working hours notice is required for a reservation to be cancelled. If less notice is given and the delivery is already in progress there will be a failed delivery charge and, if applicable, the full rental charges.

1f In the case of a hire starting at an airport full flight details must be provided to Nexus at the time of reservation. Where keys are to be left at an arranged pick up point out of hours, Nexus will not be held responsible for any costs incurred by the hirer (i.e. taxis) should the keys and indeed hire fail to commence due to reasons other than service failure by Nexus

1g A rental day is defined as a 24-hour period from the rental start date and time. A grace period of 59 minutes will be allowed at the end of the rental. If the rental period exceeds this period applicable full rental days charge will be incurred.

1h Nexus is unable to take responsibility for the unavailability of any requested vehicle. Nexus shall not be liable for any direct, indirect, special, incidental, or consequential damages arising out of the use of its services or any other claims by any other party.

2 TERMINATIONS

2a The hirer must inform Nexus of the address, date and time for the termination of the hire. Any change to the termination address, date or time must be given to Nexus a minimum of 3 working hours prior to the original termination time in order that additional charges being levied to the hirer are avoided.

2b The hirer must not under any circumstances terminate the hire vehicle direct with the supplier. Any additional charges borne to the hire as a result of this will be the responsibility of the Hirer

2c Failure to notify any changes to a rental will result in the payment by the hirer of any additional charges including day's rental, fuel, abortive etc.

2d Vehicles must not be parked illegally for collection. Any charges incurred as the result of a vehicle being parked illegally will be borne by the hirer. This will also incur a £30 administration fee.

2e Nexus must be informed immediately if a vehicle is left on a parking meter. Payment of up to 4 working hours must be made in order to avoid excess charges being levied to the hirer.

2f Vehicles returned to airports are to be returned to the appropriate rental company's site. Any vehicles left in an airport car park or not returned to the appropriate location will be subject to any additional days rental, collection, towing and/or parking charges, which will be the hirer's responsibility.

2g Keys must be readily available at the time of collection. A failed collection charge and where applicable rental charges will be levied, if the vehicle and/or keys are not available at the prearranged collection point as arranged at the time of booking. In the event of keys being locked within the vehicle or keys going missing, costs incurred will be recharged to the hirer. Keys must not be left with the hire vehicle at any time.

2h Nexus key location/ off hire procedure may vary in accordance with that stipulated by the supplying Rental Company. Nexus client must accept to comply with the relevant supplier procedure. Any additional costs incurred due to failure to adhere to the arranged collection procedure will be the responsibility of the hirer.

2i Where COI has been requested The hirer/ Insured Company driver is responsible for the safe keeping of the rental vehicle for up to 6 working hours after termination to allow reasonable time for the vehicle to be collected.

3 EARLY TERMINATIONS

3a In order to avoid charges applying to the full original length of vehicle hire, the hirer must inform Nexus if the vehicle is to be terminated early, together with Time and any change of collection details.

4 EXTENSIONS TO HIRE

4a If an extension to a hire period is required the hirer must inform Nexus a minimum of 3 working hours prior to the original collection time to avoid failed collection charges being levied to the hirer.

5 INSURANCE OPTIONS AND CONDITIONS

5a Subject to the agreement of Nexus, rentals may be covered by the hirers own insurance which exempts Nexus and its suppliers from all responsibility arising from the operation of the vehicle during rental. The hirer is obliged to provide Nexus with a copy of their current insurance certificate and ensure that insurance documents are carried at all times.

5b Nexus offers optional "Collision Damage Waiver" (CDW) insurance. If the hirer purchases CDW, they will only be responsible for the policy excess in the event of any damage to, or loss of, the hire vehicle whilst it is in their possession. This charge will be applicable to the relevant individual supplier used by Nexus.

5c In the event of loss of, or damage to, a vehicle covered by the hirers own insurance, regardless of fault, the hirer must continue to pay Nexus the full daily hire rate until the vehicle, or its equivalent, is available to the supplier in the condition in which it was supplied.

5d If the hirer is not covered by their own insurance, or has declined CDW, they shall be fully responsible for any loss of, or damage to, the vehicle regardless of fault, and must continue to pay Nexus the daily hire rate until the vehicle, or its equivalent, is available to the supplier in the condition in which it was supplied.

5e Once a vehicle has been accepted for rental by the hirer they are responsible for ensuring that the vehicle has no prior damage, even if there is no record of such damage on the delivery paperwork, as the hirer is responsible for any damage to a vehicle during the rental period. Any damage is to be advised to Nexus immediately.

5f Vehicles must not, under any conditions, be driven outside the contracted rental period. Any vehicle so driven will not be insured and will be driven illegally, thereby rendering the driver liable for prosecution.

6 DRIVER QUALIFICATIONS REQUIRED FOR LDW INSURANCE

6a The minimum age requirement for drivers in the U.K is 25 years. Anyone aged 21 or over, but under 25 will be considered on an individual basis.

6b All drivers must have held a full license for at least one year.

6c Any driver holding convictions and/ or endorsements will be considered on an individual basis. Please give details of any convictions or endorsements to Nexus when making the reservation.

7 FUEL

7a In the U.K rental cars may be provided with a full tank of fuel less that used during delivery. The hirer is advised in this case to return vehicles with a full tank of fuel. The difference, including the fuel used during the collection, will be charged in addition to the daily hire charge at the prevailing supplier rate.

8 PARKING CHARGES/ FINES/SPEEDING

8a Parking charges/fines/Speeding incurred during the rental will be the hirer's responsibility. Such charge will be billed to the hirer, together with any appropriate administration fee of £30.

9 CONGESTION CHARGES

Responsibilities

The renting driver is liable to pay all charges if responsible for moving the vehicle into the charge zone, except on delivery & collection where Nexus will charge on the day of delivery & the day of collection.

Charges are payable by credit card, Internet, SMS Text Messaging, telephone and through a network of retail outlets.

Pre-delivery & Collection Charges Where delivery is requested within the charge zone on a weekday prior to 09.30 Nexus reserve the right to pre-deliver on the previous day. In this case we will add a charge for the day of delivery onto the invoice. The driver will then take responsibility for charge payment on each day of the rental. If the off-hire address is within the zone a charge must be made for the day of termination of the rental, irrespective of whether or not the vehicle has moved within the zone.

Delivery & Collection Charges Where deliveries are made within the zone on the day of rental, Nexus will levy a charge for that day and the driver of the rental vehicle will then be responsible for paying the charges every other day that the vehicle moves within the zone. A charge must be made for the day of termination of the rental, irrespective of whether or not the vehicle has moved within the zone.

Late Collection Charges Where collection within the zone is requested and termination is notified after 16.00, Nexus may be unable to collect the vehicle until the next working day. Here Nexus will add a charge for the day of collection to the rental invoice.

Payment Process

- Payment must be paid before 22.00 on the day of capture of capture.
- If payment is made between 22.00 and 00.00 the charge increases to £10.00.

- If payment is not made by midnight on the day of travel an £80 Penalty Charge Notice (PCN) will be sent to the registered owner of the vehicle, this will be reduced to £40 if paid within 14 days. As the rental supplier owns the vehicles, Nexus reserve the right to charge an admin fee to pass on PCNs to the offending driver.
- After 28 days the penalty increases to £120.
- After 3 or more outstanding PCNs the offending vehicle may be clamped & released on payment of all outstanding costs.
- The above will be charged by Nexus with an appropriate £35 administration charge.

10 INVOICING

10a Nexus operates an approved credit account facility on payment terms strictly 30 days from date of invoice.

10b If there is a discrepancy with any invoice, Nexus must be informed, with any supporting documentation, within 7 working days of receipt of the invoice. All disputes received after this period are void and must be cleared for payment.

10c Most major credit cards are accepted (please check at the time of the booking). Credit card bookings are subject to a 5% charge on the total bill. Please note charges may be applied to the card at a later date for sundries, such as refueling or additional days rental.

11 VEHICLE BREAKDOWN

11a All rental vehicles are supplied with 24-hour breakdown assistance within the U.K. Details will be located in the vehicle.

12 ACCIDENTS

12a In the event of an accident, the driver must complete an accident report form, and inform the police and Nexus, as soon as possible.

12b Repair work must not be carried out on a rented vehicle without prior written consent of Nexus.

13 DRIVING OUTSIDE THE U.K.

13a Nexus must be informed if the hirer wishes to take a rented vehicle out of the U.K as documentation must be issued and quotes obtained. It is the hirer's responsibility to ensure all vehicles are issued and are covered by European breakdown assistance.

13b Nexus reserves the right to revise or withdraw the hirers rates and/or other terms and conditions by giving no less than 30 days written notice, except when the hirer is deemed to default of such terms and conditions.

SIGNED DATE

Name

FOR AND ON BEHALF OF
Nexus Vehicle Management Limited

SIGNED DATE

FOR AND ON BEHALF OF

Client.....