

Damage Form (B)

Please use the **Service and Tyre Form** for services and wear & tear repairs.

To be filled in by the driver.

Accident date _____ License plate no. _____

Customer (company) _____

Driver's name _____ Insurance _____

Please mark with an X where applicable:

- Small glass (Wing mirror Headlamp Indicator Rear light)
- Stone chip windscreen (replace or repair)
- Damage to tyres and rims (curb damage or puncture)
- Tyre repair
- Rodent bite
- Other - please note the table below

Description of the damage/ damage event

Date & driver's signature _____

Important information for the garage performing the repairs.

Only LeasePlan partners are permitted to perform repairs unless otherwise agreed with our customer.

Please contact LeasePlan before commencing work at:
+43 1 601 02-370
Damage Management

A copy of the driver's damage report must be provided for approvals.

If no written approval is issued by LeasePlan the **repairs are unauthorized** and performed at your **own risk** (expense)!

Please include the wholesale discount on spare parts in your pricing.

Invoices should be issued to
LeasePlan Österreich
Fuhrparkmanagement GmbH
Damage Management
Clemens-Holzmeister-Straße 6
1100 Vienna

Approval number _____

Damage checklist.		Damage report to LeasePlan (e.g. digital damage report, accident report, damage form, police report)	European damage report	Local police report	Police report abroad	Call LeasePlan helpline number T +43 1 601 02-200	Contact LeasePlan tyre partner
Minor damage	■ Windscreen/headlamp/lamp/mirror glass	x				x	
	■ Tyres/rims/hub cap	x					x
	■ Damaged caused by game	x				x	
Other damage	■ With known party (other vehicle, fence, wall, traffic sign, etc.)	x	x			x	
	■ Fence, wall, traffic sign, etc.**	x		x	(x)*	x	
	■ With unknown party (parking damage, vandalism, damaged caused by game, fire, hit and run, etc.)	x		x	(x)*	x	
	■ Hail, storm, lightning, flood, etc.	x	x			x	
Vehicle break-in Vehicle theft	■ Austria	x		x		x	
	■ Abroad	x		x	x	x	
Road Assistance (if vehicle not roadworthy T 0800 214 01 44)							