

Service and Tyre Form (A)

Note: Please use the **Damage Form** for accidents and tyre damage.

To be filled in by the driver.

License plate no.

Mileage (odometer reading)

Driver's name

Please mark with an X where applicable:

- | | |
|---|--|
| <input type="checkbox"/> Service / maintenance work | <input type="checkbox"/> Wheel change |
| <input type="checkbox"/> Annual inspection (Pickerl) | <input type="checkbox"/> Tyre profile depth check |
| <input type="checkbox"/> Brake system check | <input type="checkbox"/> Wheel storage / depot |
| <input type="checkbox"/> Oil and liquid level check | <input type="checkbox"/> Balance tyres |
| <input type="checkbox"/> Clean vehicle inside/ outside* | <input type="checkbox"/> Tyre pressure sensor check |
| <input type="checkbox"/> Windscreen wiper check | <input type="checkbox"/> Change front wheels to back |

* by arrangement

Work to be performed

Date & driver's signature

Important information for the garage performing the repairs.

When the work to be performed exceeds EUR 100 (incl. VAT) LeasePlan only guarantees payment if it has approved the work in advance. For approvals call **+43 1 601 02-300 (Vehicle Service)**. Always call the Vehicle Service if a service is requested outside the prescribed mileage intervals.

Services and wear & tear repairs may only be performed by **LeasePlan-authorized garages** at the prescribed service intervals.

Tyres may only be procured from **LeasePlan Tyre Partners** after obtaining LeasePlan's approval. Call **+43 1 601 02-360** for tyre approvals.

If the tyres are damaged call **+43 1 601 02-370**.

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

Date

Approval no. for work exceeding EUR 100 (incl. VAT.)

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

We do not pay for oil changes during free services or oil changes that are not performed at the mileage intervals prescribed by the manufacturer.

Use the most inexpensive, manufacturer-approved oils only. Perform the rust perforation guarantee checks.