

! To be completed by
LeasePlan (Switzerland) Ltd

Place, date _____

Issued by _____

Initials _____

Paid on _____

Initials _____

Refund Order

Cash expenditure for the leasing vehicle

Cases in which LeasePlan makes an administration charge per original receipt are listed below:

- Purchase of fuel from a non-contractual filling station
- LeasePlan fuel card forgotten/wrong card presented
- PIN number forgotten/lost
- LeasePlan fuel card lost
- No contractual filling station on the road/emergency fuel purchase
- Reason for purchasing fuel without the LeasePlan fuel card unknown
- LeasePlan fuel card not handed over by the client fleet manager to the driver at the appropriate time
- LeasePlan fuel card not used with the replacement vehicle

This form must be completed and used for all refund claims. It can also be obtained and completed electronically. Please note that both, this form and the electronic form or all refund claims, must be sent by post including the original receipt. Incomplete claims cannot be processed.

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Only valid with original
receipts or invoices!



Recipient

Bank account (Switzerland)

Post office account (Switzerland)

 or

Bank account (abroad)

* 6-digit number commencing with 5 or 9

Recipient

Place, date _____

Signature _____

Only valid with original receipts or invoices! 