

! To be completed by
LeasePlan (Switzerland) Ltd

Receipt number

Customer's name

Customer number

Exploitation

Breakdown of the amount

Customer's name

Customer number

Exploitation

Breakdown of the amount

Customer's name

Customer number

Exploitation

Breakdown of the amount

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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refund.ch@leaseplan.com

Only valid with original
receipts or invoices!



Recipient

Name, first name

Address

Post code/town

Phone (for callback)

E-Mail

Contract number*

Vehicle licence plate

Bank account (Switzerland)

Name of bank

IBAN

Post office account (Switzerland)

Account number

 or

IBAN

Bank account (abroad)

Name of bank

IBAN

BIC/SWIFT

* 6-digit number commencing with 5 or 9

Purchase date

Miles acc. to tachometer

Purchased item

Amount

LeasePlan Travel Card not used, reason

Purchase date

Miles acc. to tachometer

Purchased item

Amount

LeasePlan Travel Card not used, reason

Purchase date

Miles acc. to tachometer

Purchased item

Amount

LeasePlan Travel Card not used, reason

Recipient

Place, date

Signature