

LeasePlan  
SMALL FLEET




# LeaseMe Completely

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Let us take care of everything.

We know that small fleets bear a heavy load when it comes to building a business, so we've created some great small fleet leasing solutions to get you on the right track.





LeaseMe Completely is a fully maintained operating lease, meaning every aspect of your vehicle management is taken care of by us and leaving you to focus on your business. Your fixed monthly cost looks after all the management, maintenance and reporting associated with operating each vehicle in your Small Fleet, reducing your administration costs and making budgeting easier.

## Our most complete Small Fleet option

- Fixed monthly lease payments are tax deductible, cover the operational costs of each vehicle and improve cashflow
- No initial capital outlay required
- Reduced administration time and cost
- No resale risk
- All vehicle servicing and maintenance taken care of
- Fuel card management & discounts
- Direct Driver Support and Roadside Assistance
- Courtesy vehicle for 28 days
- Toll management
- Vehicle registration costs
- Kilometre variation management
- Road User Charges management
- Monthly fleet reporting and FBT management & reporting
- The option of our comprehensive Ando Fleet Vehicle Insurance and AnyWear cover for extra protection.



### Pro Tip

Our fuel cards have no card or transaction fees saving you even more when you get industry leading discounts while you lease with us.

## You're completely covered

### Comprehensive maintenance and servicing

With LeaseMe Completely, all your servicing and repair costs are included within the lease, saving you money, time, improving your cash flow and adding extra peace of mind:

- Minimal downtime for servicing and repairs. The work will be done at fully accredited automotive workshops
- Online Maintenance Self Service Tool for our approved suppliers means your maintenance jobs are undertaken quickly and efficiently.

### Fuel card management

With LeaseMe Completely we provide you fuel cards with no card or transaction fees and you get industry leading discounts for the duration of your lease.

What's more, our online Fleet Reporting application lets you analyse your fuel usage to consolidate fuel efficiency for all your leased small fleet. You can quickly identify poor fuel performance, inaccurate odometer readings and unwarranted usage.

### Tyre management

With LeaseMe Completely we provide you with an allocated number of tyres, the number of which can be increased or decreased to suit your needs. Our tyre management service includes wheel balancing, replacement of worn tyres, puncture repairs and wheel alignment. We will replace tyres to ensure that your vehicle meets safety and legal requirements, tyres that need replacing due to damage or neglect will not be covered.



## Pro Tip

LeasePlan can provide RUC (road user charges) services for customers who also take advantage of our fuel discounts and management service.

## Direct Driver Support and Roadside Assistance

Our Direct Driver Support includes 24/7 roadside assistance and 24/7 access to LeasePlan's team nationally for anything related to your Small Fleet. Our experienced Customer Service Team can help you with:

- Glass Repair
- Roadside Assistance
- Accidents or Insurance Claims
- Fuel Cards
- Registrations
- Road User Charges (RUC)
- Warrant of Fitness (WOF)
- Maintenance & Servicing
- Fringe Benefit Tax (FBT)
- Rental Vehicles
- Courtesy vehicle.

Contact us on **0800 532 737 (0800 LEASEPLAN)** or via email at **contact@leaseplan.co.nz**.

## Courtesy vehicle

If you have an unforeseen event with one of your vehicles, a courtesy vehicle is available for 28 days for each event as part of your lease. To qualify, the vehicle will need to be off the road for at least 24 hours due to mechanical repair. If you need a courtesy vehicle because of standard servicing, simply book this in advance with the service provider.

## Toll management

We'll handle the payment of all toll road usage so there's no need for any of your drivers to pay before or after using any toll roads in New Zealand. We'll simply charge this cost through to you with our monthly invoicing.



## Pro Tip

Forget about paying for road tolls, we'll take care of this for you and charge the cost in our monthly invoicing.



## Pro Tip

To help us to accurately manage your vehicle mileage, we recommend you take advantage of our fuel discounts and enter your odometer reading at every fill up.

## Kilometre variation management (Recalculation)

We use estimated annual kilometres to calculate each monthly lease rate. In some cases, actual usage may differ from the estimate. We track kilometre estimates either when drivers refuel or when vehicles obtain a WOF or receive servicing checks. That way, we are able to identify vehicles that are travelling outside of their agreed lease terms (both high and low). You can then modify the lease to better align running costs with actual usage:

- Pay no more than necessary if the vehicle is travelling less distance than planned, and avoid large adjustments at lease end if vehicles are travelling more kilometres than initially budgeted
- Match costs to the period in which they are incurred
- Use recalculation adjustments to gain a true indication of the actual fleet costs, for budgeting and reporting purposes.



## Road user charges and registration

We will purchase vehicle registration and road user charges for you and your drivers. Registration costs are included in the cost of your lease, while your Road User Charges costs will be passed on through monthly invoicing. Your new vehicles will also be delivered to you with a full tank of fuel.

## Monthly fleet reporting

Our monthly reports give you easy access to the information you need for better fleet decisions and cost controls. We can send these reports to whichever email address you choose. The information itself can be viewed in Microsoft Excel or as a PDF. Choose to receive any or all of the following:

- Fleet inventory
- Fuel fills
- Fuel exception
- Vehicles due for WoF
- Vehicles due for servicing
- Vehicles on order.

## FBT management & reporting

Our FBT tool helps you collect key driver data for Fringe Benefit Tax (FBT) purposes. Each month your Small Fleet drivers receive an automated email requesting they indicate the days when the vehicle was unavailable for private use.

The FBT system then collates all the driver information to assist in completing the appropriate returns required by the IRD. A follow up process re-contacts and highlights those drivers who fail to complete their FBT submission, saving time and improving the accuracy of your FBT data.



### Pro Tip

Keep tabs on your small fleet with the help of our monthly fleet reporting that will empower you to make information-based decisions around your fleet and costs.

## Driver App

For further assistance, you can download our Driver App from the App store on android or iOS. This includes the useful supplier finder feature that enables you to locate nearby suppliers for tyres, fuel, maintenance repairs and WoF/CoF and send a request directly to our Driver Support team.

## Optional Ando Fleet Vehicle Insurance for extra protection

Ando Fleet Vehicle Insurance is easily the best way to streamline your Small Fleet insurance and accident management needs. It makes so much sense because we know your fleet inside out, we have a proven and comprehensive accident management program, and it makes good business sense for us to help keep your fleet costs as low as possible. Ask us about including Ando Fleet Vehicle Insurance for your Small Fleet.



### Pro Tip

Combine Ando Fleet Vehicle Insurance with AnyWear cover against extra wear and tear and get a 10% discount.

## Optional AnyWear coverage against extra wear and tear

AnyWear has been designed by LeasePlan specifically for businesses with Small Fleets so that there are no surprises at the end of the lease. Plan your vehicle costs with confidence by including cover for extra wear and tear in your monthly payments. With AnyWear, you pay a small amount every week on each of the new vehicles to help cover your business against extra wear and tear costs at the end. Combine Ando Fleet Vehicle Insurance with AnyWear cover and receive a 10% discount on AnyWear cover.

Contact us at **0800 532 737 (0800 LEASEPLAN)** or via email at **smallfleet@leaseplan.co.nz** to find out more.

Terms & conditions apply

# Want to know more?

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We think leasing has significant merits for businesses with fleets of all sizes.

If you'd like to find out more about leasing with LeasePlan, please give us a call and let's talk about how we can work with you to help your business grow.

0800 LEASEPLAN (0800 532 737)

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**LeasePlan**

What's next?