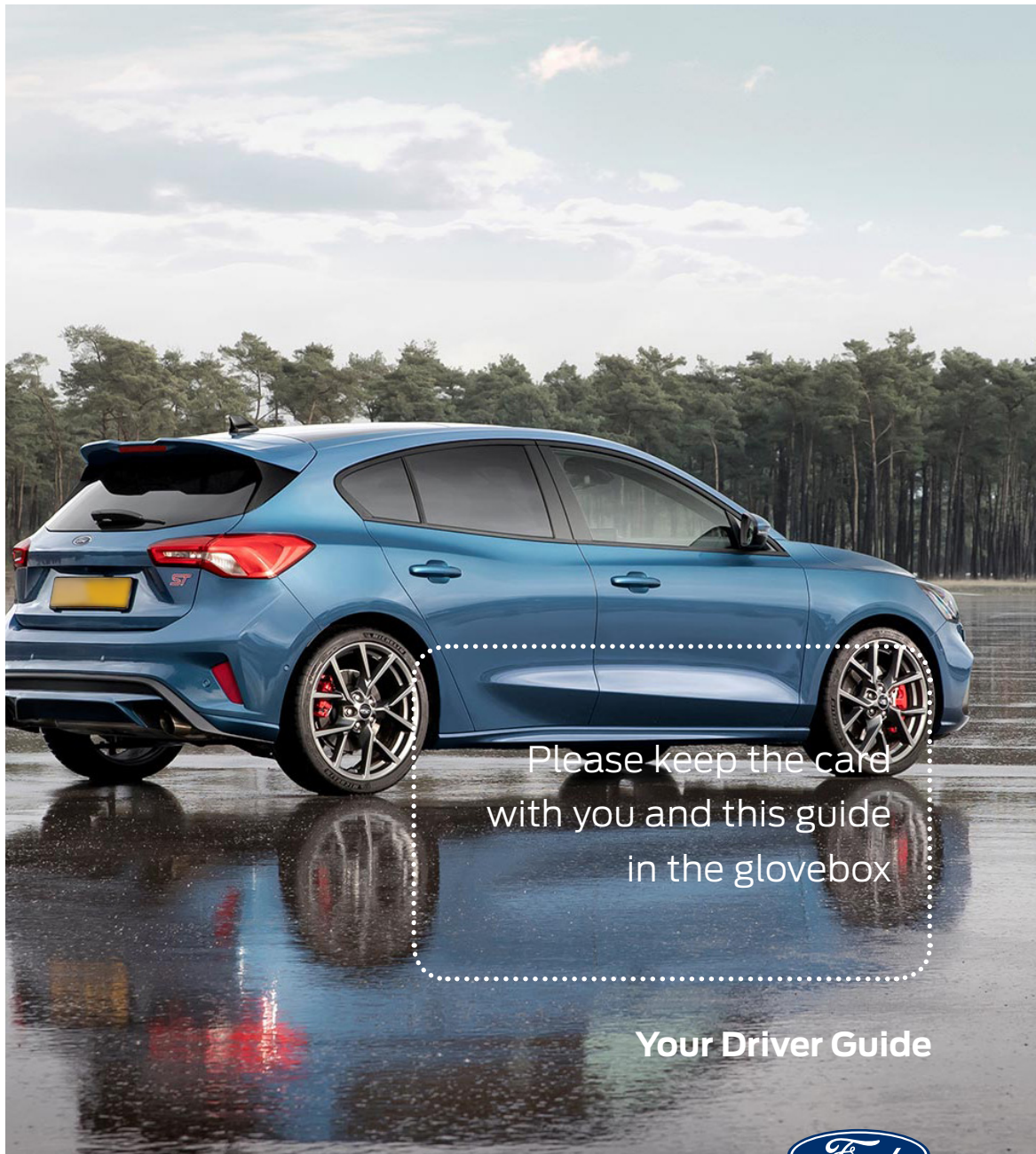




Your Driver Guide



Support when you need it

We are delighted to have supplied this new vehicle to you and hope you will enjoy your driving experience with us. To ensure everything runs smoothly throughout your agreement we've put together this guide which contains important information on the services we provide and your responsibilities as the driver of your car or commercial vehicle.



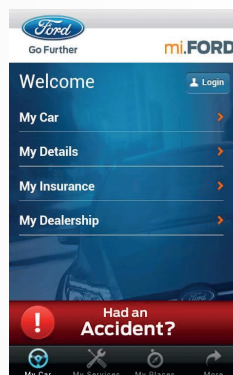
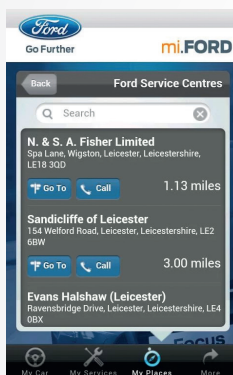
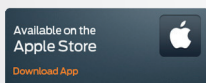
IMPORTANT

Please make sure you read page 20 of this guide which contains important information on insurance, fines and more.

mi.FORD

Our new accident and emergency app puts accident repair at your fingertips by providing a direct link to Ford Accident Management.

For more information please see page 10.



Driver Assistance 0344 600 1406*

Operational 24 hours a day, Driver Assistance is the only number you'll need in case of an emergency. Availability of all support services is dependent upon the hours of operation by our specialist partners and your agreement type.

* Landline and mobile phone calls to numbers beginning 03, cost the same as a call to a standard "01" or "02" landline number. These calls will be included in any inclusive or free minutes you may have.

A guide to using your driver guide

Company vehicle drivers

Pages with the following icon are specific to you:



Personal vehicle drivers

Pages with the following icon are specific to you:



All drivers

Pages with the following icon are relevant to everyone:



Depending on your agreement type we offer two maintenance options:



With maintenance

Routine service and maintenance is included within your agreement. It remains your responsibility to ensure all servicing is carried out on time and by an authorised dealer.

Customer maintenance

You are responsible for servicing and maintenance including all costs. It remains your responsibility to ensure all servicing is carried out on time and by an authorised dealer.

Company vehicle drivers: please speak to your fleet contact to confirm your maintenance package.

Personal vehicle drivers: please refer to your welcome pack to confirm your maintenance package.

End of agreement condition for cars and commercials

The end of agreement condition guidelines for cars and vans are different.

Please look for the following icons depending on what type of vehicle you drive.



All content on the pages with this icon relate to end of agreement condition for **cars** only.



All content on the pages with this icon relate to end of agreement condition for **commercial vehicles** only.

Contents

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	Finance Lease vehicle driver	8
	Overseas travel	9
	Vehicle accidents	10
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	End of agreement: vehicle collection	19
	Important information	20

Contract Hire: Company vehicle driver with maintenance



Servicing, maintenance & MOT

- Routine service and maintenance is included within your agreement at any Ford dealer throughout the UK.
- We will assist booking your vehicle in for routine servicing work; simply give us a call and we'll arrange a suitable time for you.
- Where available we will organise a collection/delivery service or courtesy vehicle.
- It remains your responsibility to ensure all servicing is carried out on time and by an authorised dealer. You must also check that the service book has been completed accordingly and that a valid MOT certificate is kept up to date.
- Please note you or your company will be liable for any costs arising as a result of a missed service or missed record in the service history log e.g. as a result of an invalidated warranty or lower resale value.
- Oil and all fluid levels are your responsibility and must be topped-up as necessary; the cost of fluids required in-between services is excluded from your agreement.

Tyres, exhausts & batteries

- Unless specifically excluded, the replacement of items such as high quality tyres, batteries and exhausts caused by fair wear and tear are covered within your agreement.
- Replacement items caused by damage or misuse may be rechargeable. Please refer to your agreement for further detail
- It is your responsibility to ensure you comply with vehicle safety legislation at all times and that your vehicle is returned with all tyres, including the spare wheel, meeting legal guidelines.

Vehicle breakdown

- All Ford Lease Contract Hire with maintenance products include AA cover for the duration of your contract, please call the Driver Assistance number on the cover of this guide in the event of accident or breakdown.
- If the vehicle requires recovery to a dealership by the AA a 48 hour courtesy vehicle will be provided or a lift to your onward destination.

Windscreen & glass repair

- It is your responsibility to repair or replace cracks to your windscreen or vehicle windows immediately.
- Whether a replacement glass service is provided by your insurer or you have arranged this yourself, all costs are your responsibility.

Vehicle accidents

- Accident management cover is included as standard on all new Ford vehicles
- Please call Driver Assistance and select Option 3. You can also visit www.miford.co.uk and download the Ford smartphone app to use in the event of an accident. See page 10 for more detail.

Daily hire & replacement vehicles

- In the event of mechanical breakdown you may be entitled to a replacement vehicle from the manufacturer's assistance programme.
- If you are outside of their cover period or your vehicle is 'off the road' for a prolonged period, it is important you call Driver Assistance immediately to request advice.
- Do not arrange a hire vehicle privately as you may be liable for any costs incurred.
- If you require a replacement vehicle after an accident this may be covered by your company's insurance. Alternatively, if your vehicle is covered by our accident management service, we can arrange a hire vehicle and will advise you of any costs incurred. For all hires you will be asked for a copy of your driving licence and credit card details in the event that the vehicle is returned with less than a full tank of fuel.

Overseas travel

- If you wish to take your vehicle abroad (including Republic of Ireland) please notify us 28 days prior to the trip and we will send you all the required documentation (valid for 12 months) e.g. Vehicle on Hire certificate and a Letter of Authority.
- AA Fleet Europe assistance is provided as standard within your agreement, although a fee may apply, which covers mechanical breakdown within mainland Europe for a 90 day period per trip. See page 9 for more detail.

Road fund licence (RFL)

- RFL is included in your agreement and will be managed by us online. You can check on its status at any time by visiting www.gov.uk/check-vehicle-tax.
- Please note, if your vehicle is over 3 years old (4yrs in Northern Ireland) the RFL cannot be renewed if an MOT is overdue. In such an event your insurance will be invalidated and your company will be liable for any subsequent costs incurred.
- Additional costs will be recharged in line with any increase in road tax throughout the agreement.



Contract Hire: Company vehicle driver

customer maintenance



Servicing, maintenance & MOT

- You are responsible for servicing and maintenance including all costs.
- It is your responsibility to ensure all servicing and maintenance work is carried out by an authorised dealer and that a full service history and a valid MOT certificate are kept up to date.
- If you miss a service or your service history log is incomplete when you return the vehicle to us, you or your company will be liable for any costs incurred e.g. as a result of an invalidated warranty or lower resale value.
- Oil and all fluid levels are your responsibility and must be topped-up as necessary; the cost of fluids required in-between services is excluded from your agreement.

Tyres, exhausts & batteries

- Your agreement does not include the replacement of tyres, batteries and exhausts.
- It is your responsibility to ensure you comply with vehicle safety legislation at all times and that your vehicle is returned with all tyres, including the spare wheel, meeting legal guidelines.
- Damage cost is rechargeable.

Vehicle breakdown

- Assistance is not included should your vehicle break down as a result of a mechanical failure or due to an accident.
- Please refer to the manufacturer's handbook to check if cover is provided as standard by the manufacturer and call the emergency number quoted. If your vehicle is not covered by their assistance programme, it is your responsibility to ensure your vehicle is recovered and repaired promptly by an authorised dealer.

Windscreen & glass repair

- It is your responsibility to repair or replace cracks to your windscreen or vehicle windows immediately.
- Whether a replacement glass service is provided by your insurer or you have arranged this yourself, all costs are your responsibility.
- Unless prior arrangements have been made, a credit card payment may be requested before any work is carried out.

Vehicle accidents

- Accident management cover is included as standard on all new Ford vehicles.
- Please call Driver Assistance and select Option 3. You can also visit www.miford.co.uk and download

the Ford smartphone app to use in the event of an accident. See page 10 for more detail.

Daily hire & replacement vehicles

- In the event of mechanical breakdown you may be entitled to a replacement vehicle from the manufacturer's assistance programme.
- If you are outside of their cover period or your vehicle is 'off the road' for a prolonged period, it is important you call Driver Assistance immediately to request advice.
- Do not arrange a hire vehicle privately as you may be liable for any costs incurred.
- If you require a replacement vehicle after an accident this may be covered by your company's insurance. Alternatively, if your vehicle is covered by our accident management service, we can arrange a hire vehicle and will advise you of any costs incurred. For all hires you will be asked for a copy of your driving licence and credit card details in the event that the vehicle is returned with less than a full tank of fuel.

Overseas travel

- If you wish to take your vehicle abroad (including Republic of Ireland) please notify us 28 days prior to your trip and we will send you all the required documentation (valid for 12 months) e.g. Vehicle on Hire certificate and a Letter of Authority.

Road fund licence (RFL)

- RFL is included in your agreement and will be managed by us online. You can check on its status at any time by visiting www.gov.uk/check-vehicle-tax.
- Please note, if your vehicle is over 3 years old (4yrs in Northern Ireland) the RFL cannot be renewed if an MOT is overdue. In such an event your insurance will be invalidated and your company will be liable for any subsequent costs incurred.
- Additional costs will be recharged in line with any increase in road tax throughout the agreement.



Personal Contract Hire: Vehicle driver with maintenance



Servicing, maintenance & MOT

- Routine service and maintenance is included within your agreement at any Ford dealer throughout the UK.
- We will assist booking your vehicle in for routine servicing work; simply give us a call and we'll arrange a suitable time for you.
- Where available we will organise a collection/delivery service or courtesy vehicle.
- It remains your responsibility to ensure all servicing is carried out on time and by an authorised dealer. You must also check that the service book has been completed accordingly. Please note any costs arising as a result of a missed service will be recharged.
- Oil and fluid levels are your responsibility and must be topped-up as necessary; the cost of fluids required in-between services are excluded from your agreement.

Tyres, exhausts & batteries

- Unless specifically excluded, the replacement of items such as high quality tyres, batteries and exhausts caused by fair wear and tear are covered within your agreement.
- Replacement items caused by damage or misuse may be rechargeable. Please refer to your agreement for further detail.
- It is your responsibility to ensure you comply with vehicle safety legislation at all times and that your vehicle is returned with all tyres, including the spare wheel, meeting legal guidelines.

Vehicle breakdown

- All Ford Lease Personal contract hire with maintenance products include AA cover for the duration of your contract, please call the Driver Assistance number on the cover of this guide in the event of accident or breakdown.
- If the vehicle requires recovery to a dealership by the AA a 48 hour courtesy vehicle will be provided or a lift to your onward destination.

Windscreen & glass repair

- It is your responsibility to repair or replace cracks to your windscreen or vehicle windows immediately.
- Whether a replacement glass service is provided by your insurer or you have arranged this yourself, all costs are your responsibility.

Vehicle accidents

- Accident management cover is included as standard on all new Ford vehicles. Please call Driver Assistance and select Option 3. You can also visit www.miford.co.uk and download the Ford smartphone app to use in the event of an accident. See page 10 for more detail.

Daily hire & replacement vehicles

- In the event of mechanical breakdown you may be entitled to a replacement vehicle from the manufacturer's assistance programme.
- If you are outside of their cover period or your vehicle is 'off the road' for a prolonged period, it is important you call Driver Assistance immediately to request advice.
- Do not arrange a hire vehicle privately as you may be liable for any costs incurred.
- If you require a replacement vehicle after an accident this may be covered by your company's insurance. Alternatively, if your vehicle is covered by our accident management service, we can arrange a hire vehicle and will advise you of any costs incurred. For all hires you will be asked for a copy of your driving licence and credit card details in the event that the vehicle is returned with less than a full tank of fuel.

Overseas travel

- If you wish to take your vehicle abroad (including Republic of Ireland) please notify us 28 days prior to your trip and we will send you all the required documentation (valid for 12 months) e.g. Vehicle on Hire certificate and a Letter of Authority.
- AA Fleet Europe assistance is provided as standard within your agreement, although a fee may apply, which covers mechanical breakdown within mainland Europe for a 90 day period per trip. See page 9 for more detail.

Road fund licence (RFL)

- RFL is included in your agreement and will be managed by us online. You can check on its status at any time by visiting www.gov.uk/check-vehicle-tax.
- Please note, if your vehicle is over 3 years old (4yrs in Northern Ireland) the RFL cannot be renewed if an MOT is overdue. In such an event your insurance will be invalidated and you will be liable for any subsequent costs incurred.
- Additional costs will be recharged in line with any increase in road tax throughout the agreement.

Personal Contract Hire: Vehicle driver

customer maintenance



Servicing, maintenance & MOT

- You are responsible for servicing and maintenance including all costs
- It is your responsibility to ensure all servicing and maintenance work is carried out by an authorised dealer and that a full service history and a valid MOT certificate are kept up to date.
- If you miss a service or your service history log is incomplete when you return the vehicle to us, you or your company will be liable for any costs incurred e.g. as a result of an invalidated warranty or lower resale value.
- Oil and fluid levels are your responsibility and must be topped-up as necessary; the cost of fluids required in-between services are excluded from your agreement.

Tyres, exhausts & batteries

- Your agreement does not include the replacement of tyres, batteries and exhausts.
- It is your responsibility to ensure you comply with vehicle safety legislation at all times and that your vehicle is returned with all tyres, including the spare wheel, meeting legal guidelines.
- Damage cost is rechargeable.

Vehicle breakdown

- Assistance is not included should your vehicle break down as a result of a mechanical failure or due to an accident.
- Please refer to the manufacturer's handbook to check if cover is provided as standard by the manufacturer and call the emergency number quoted. If your vehicle is not covered by their assistance programme, it is your responsibility to ensure your vehicle is recovered and repaired promptly by an authorised dealer.

Windscreen & glass repair

- It is your responsibility to repair or replace cracks to your windscreen or vehicle windows immediately.
- Whether a replacement glass service is provided by your insurer or you have arranged this yourself, all costs are your responsibility.
- Unless prior arrangements have been made, a credit card payment may be requested before any work is carried out.

Vehicle accidents

- Accident management cover is included as standard on all new Ford vehicles.
- Please call Driver Assistance and select Option 3. You can also visit www.miford.co.uk and download the Ford smartphone app to

use in the event of an accident. See page 10 for more detail.

Daily hire & replacement vehicles

- In the event of mechanical breakdown you may be entitled to a replacement vehicle from the manufacturer's assistance programme.
- If you are outside of their cover period or your vehicle is 'off the road' for a prolonged period, it is important you call Driver Assistance immediately to request advice.
- Do not arrange a hire vehicle privately as you may be liable for any costs incurred.
- If you require a replacement vehicle after an accident this may be covered by your company's insurance. Alternatively, if your vehicle is covered by our accident management service, we can arrange a hire vehicle and will advise you of any costs incurred. For all hires you will be asked for a copy of your driving licence and credit card details in the event that the vehicle is returned with less than a full tank of fuel.

Overseas travel

- If you wish to take your vehicle abroad (including Republic of Ireland) please notify us 28 days prior to your trip and we will send you all the required documentation (valid for 12 months) e.g. Vehicle on Hire certificate and a Letter of Authority.

Road fund licence (RFL)

- RFL is included in your agreement and will be managed by us online. You can check on its status at any time by visiting www.gov.uk/check-vehicle-tax.
- Please note, if your vehicle is over 3 years old (4yrs in Northern Ireland) the RFL cannot be renewed if an MOT is overdue. In such an event your insurance will be invalidated and you will be liable for any subsequent costs incurred.
- Additional costs will be recharged in line with any increase in road tax throughout the agreement.

Finance Lease: Vehicle driver

Customer maintenance



Servicing, maintenance & MOT

- You are responsible for servicing and maintenance including all costs
- It is your responsibility to ensure all servicing and maintenance work is carried out by an authorised dealer and that a full service history and a valid MOT certificate are kept up to date.
- If you miss a service or your service history log is incomplete when you return the vehicle to us, you or your company will be liable for any costs incurred e.g. as a result of an invalidated warranty or lower resale value.
- Oil and fluid levels are your responsibility and must be topped-up as necessary; the cost of fluids required in-between services are excluded from your agreement.

Tyres, exhausts & batteries

- Your agreement does not include the replacement of tyres, batteries and exhausts.
- It is your responsibility to ensure you comply with vehicle safety legislation at all times and that your vehicle is returned with all tyres, including the spare wheel, meeting legal guidelines.
- Damage cost is rechargeable.

Vehicle breakdown

- Assistance is not included should your vehicle break down as a result of a mechanical failure or due to an accident.
- Please refer to the manufacturer's handbook to check if cover is provided as standard by the manufacturer and call the emergency number quoted. If your vehicle is not covered by their assistance programme, it is your responsibility to ensure your vehicle is recovered and repaired promptly by authorised dealer.

Windscreen & glass repair

- It is your responsibility to repair or replace cracks to your windscreen or vehicle windows immediately.
- Whether a replacement glass service is provided by your insurer or you have arranged this yourself, all costs are your responsibility.

Daily hire & replacement vehicles

- In the event of mechanical breakdown you may be entitled to a replacement vehicle from the manufacturer's assistance programme.
- If you are outside of their cover period or your vehicle is 'off the road' for a prolonged period, it is important you call Driver Assistance immediately to request advice.
- Do not arrange a hire vehicle privately as you may be liable for any costs incurred.
- If you require a replacement vehicle after an accident this may be covered by your company's insurance. Alternatively, if your vehicle is covered by our accident management service, we can arrange a hire vehicle and will advise you of any costs incurred. For all hires you will be asked for a copy of your driving licence and credit card details in the event that the vehicle is returned with less than a full tank of fuel.

Overseas travel

- If you wish to take your vehicle abroad (including Republic of Ireland) please notify us 28 days prior to your trip and we will send you all the required documentation (valid for 12 months) e.g. Vehicle on Hire certificate and a Letter of Authority.

Road fund licence (RFL)

- Whilst the first year RFL is included in your agreement, any following yearly renewals of the RFL are your responsibility and will be at your cost
- To avoid your vehicle insurance being invalidated it is your responsibility to ensure the vehicle is taxed at all times.
- Please note, if your vehicle is over 3 years old (4yrs in Northern Ireland) the RFL cannot be renewed if an MOT is overdue. In such an event your insurance will be invalidated and you will be liable for any subsequent costs incurred.



Overseas travel



For all drivers of Contract Hire and Personal Contract Hire vehicles (excluding Finance Lease), it is a legal requirement that you carry the appropriate authorisation documents if you wish to take your vehicle abroad (incl. The Republic of Ireland). If specified within your agreement, please notify us 28 days prior to your trip so we can send you all the required documentation; these will be valid for 12 months from their date of issue. In addition, please familiarise yourself with any motoring legislation that applies in the country you are visiting.

AA Fleet Europe

European breakdown cover is not included for Contract Hire and Personal Contract Hire with customer maintenance. Drivers with these type of agreements will need to make arrangements for this cover prior to any trip abroad.

All Contract Hire and Personal Contract Hire with maintenance vehicles will have European breakdown cover included as part of their contract.

To register for AA Fleet Europe breakdown assistance please call Driver Assistance. This provides cover for mechanical breakdown within mainland Europe up to a maximum 90 day trip. Please ensure you follow the guidelines included within your pack.

Following a breakdown, if your vehicle cannot be repaired and requires transportation back to the UK and you have been provided with a replacement vehicle, you will need to leave the hire vehicle in the country of origin and collect another in your destination country. This is because hire vehicles are non-transferable between countries.

Accident assistance is dependent upon your insurer. They can, ultimately, handle the whole case through to completion. The breakdown company will work with your insurer to ensure any requested assistance is given.

Notes for drivers

- There is no cover for personal effects / goods / vehicles / boats or other waterborne craft on or in your vehicle / trailer.

- If your vehicle is left in a ditch, standing on soft ground, or stuck in water or snow, the AA will endeavour to help but you may be charged.
- The AA reserve the right to refuse assistance if you are not present at the scene of the breakdown or accident.
- Rental cover: MPVs, 4x4s, minibuses, vans, etc. with auto transmission are difficult to hire and therefore cannot be guaranteed.
- Rental cover: The AA cannot guarantee replacement vehicles with a tow bar, therefore caravans or trailers may have to remain with your vehicle in order to be recovered. Replacement roof boxes, personal belongings, vehicles, boats or other waterborne craft cannot be arranged.

Vehicle insurance

- **Company vehicle drivers:** if your company's vehicles are self insured and your vehicle is stolen or involved in an accident, all recovery costs will be recharged and may require prior authorisation from your insurer. We advise you to carry a copy of your company's insurance certificate at all times.
- **Personal vehicle drivers:** in the event that your vehicle is stolen or involved in an accident you will be responsible for all recovery costs. Approval may be required by your insurance company in the event your vehicle needs transport back to the UK. We advise you to carry a copy of your vehicle insurance certificate at all times.





Available 24 hours a day, 7 days a week, 365 days a year. Ford Accident Management is a fully managed service for handling your claims, vehicle recovery, repair and courtesy car when you've had an accident. Our service is free and available to all Ford owners.

Just call **Driver Assistance** and select **Option 3**, or visit www.miford.co.uk and download the smartphone app to use in the event of an accident. Once we're involved, you can just sit

back and let Ford do all the hard work for you. We'll fill in all the forms and make all the calls. We will make sure your car is repaired using Ford parts and even lend you a free courtesy car.

What to do in the event of an accident

- Do not admit liability or make any offer of payment.
- Obtain details of other drivers involved and any witnesses.
- If possible take photos of the scene.
- Report the incident and get assistance by calling Driver Assistance.
- Please inform the Police immediately if anyone is injured or you believe an offence has been committed.
- You must also inform the Police within 24 hours if an animal has been injured or street signs, lamp posts, etc. are damaged; if a 3rd party failed to stop; or if you have damaged a vehicle or any property and do not have the owner's details.
- call Driver Assistance (option 3, available 24/7) to report the incident. Use the card in your windscreen pocket to obtain details of other drivers involved and any witnesses.

What we'll do for you

- Recover your vehicle where it cannot be driven, free of charge.
- Provide you with a free courtesy car – even if it's not included in your insurance policy, even if you were at fault.
- Liaise with your insurance company to process the claim and have repairs approved.
- Complete your claim form.
- Ensure your vehicle is repaired at a Ford Accident Repair Centre
 - Only Ford genuine parts will be fitted
 - Only Ford trained technicians will work on your car
 - Your Ford panel warranty will be maintained.

Why use our accident app?

- Remembers all your details when you call.
- You don't have to worry about looking for the number.
- Automatically sends our call handler all your information stored in the app.



Scan this QR code to download the mi.Ford app on your smartphone



What to do in the event of an accident

- Phone Driver Assistance and select option 3 or use our smartphone app.

Ford Accident Management is provided on behalf of Ford Motor Company Limited by WRC Ltd. Company Registration No - 07768048 Registered in England and Wales. Registered Office: The Deep Business Centre, Tower Street, Hull, HU1 4BG.

0 10 20 30 40 50 60 70 80 90 100 110 120 130
Millimetres



IMPORTANT

Your vehicle must be maintained in accordance with the manufacturer's guidelines to ensure its safe running. You may be charged for failure to correctly maintain the vehicle and for any missed servicing



End of agreement

vehicle condition



Even with careful driving and regular maintenance a vehicle's appearance can deteriorate over time. This is known in the leasing industry as 'fair wear and tear' and this is generally accepted within guidelines regulated by the BVRLA (British Vehicle Rental & Leasing Association).

The following pages will provide you with brief information on what is considered acceptable fair wear and tear for both cars and light commercial vehicles.

You can use the ruler on the opposite page to help with any measurements.

The tables below illustrate indicative costs you may be charged, for any damage to your car or commercial vehicle. Please contact your main dealer for up-to-date prices specific to your vehicle make and model. We strongly advise that you repair any damage to your vehicle before it is returned.

Indicative cost of repair work to cars

COMPONENT	CONDITION	INDICATIVE COST	NOTES
Bumper	Scratched, dented, loose	£50 - £200	Full bumper repair
Door panel	Scratched, dented	£50 - £300	-
Tyre	Not legal to drive	£80 - £250	Per tyre
Alloy wheel	Gouged, scuffed, cracked	£60 - £600	Per alloy
Windscreen	Excessive chips and cracks	£50 - £700	-
Seat	Tears, burns, stains	£60 - £650	Price per seat
Head / Rear lights	Cracked or broken	£60 - £1000	-
Keys	Missing, damaged	£ MRP plus programming	Per key

Indicative cost of repair work to light commercial vehicles

COMPONENT	CONDITION	INDICATIVE COST	NOTES
Bumper	Scratched, dented, loose	£50 - £300	Full bumper repair
Door / Side panel	Scratched, dented	£50 - £450	-
Tyre	Not legal to drive	£80 - £200	Per tyre
Road wheel	Gouged, scuffed, cracked	£60 - £600	Per wheel
Windscreen	Excessive chips and cracks	£50 - £600	-
Seat	Tears, burns, stains	£60 - £400	Per seat
Head / Rear lights	Cracked or broken	£60 - £250	-
Keys	Missing, damaged	£ MRP plus programming	Per key

End of agreement car condition



Deterioration in car condition is not to be confused with damage which occurs as a result of a specific event(s), for example harsh driving, impact, inappropriate stowing of items and negligence. In such event(s) any costs arising from such situations will be recharged.

You can avoid additional costs caused outside the acceptable terms of fair wear and tear by looking after your vehicle carefully. At the end of your agreement another person may want to buy your vehicle; like you, they will most likely expect it to be in excellent condition appropriate to its age and mileage.

Please allow sufficient time prior to the end of your agreement should you need to carry out any repairs before returning your vehicle.

Repairs to windscreens, minor dents and wheel refurbishments can easily be arranged before your vehicle is collected and will avoid unnecessary cost being recharged to you.

It is advisable for any damage to be repaired as soon as possible after it is identified; this is particularly important when the paintwork is damaged and likely to cause further corrosion.

The images below and list on the opposite page show typical examples where recharges may be made. While this will give you a better understanding of what is not considered acceptable when returning your vehicle, you should always refer to the BVRLA guide for more in-depth information.



IMPORTANT

All repairs must be completed to a satisfactory professional standard. Poor repairs may incur a charge.

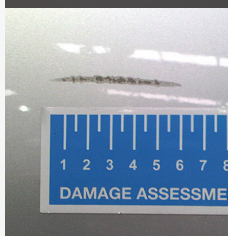
Windscreen damage



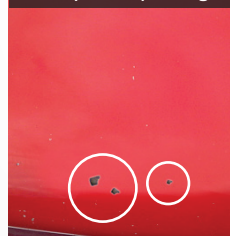
Bodywork dent



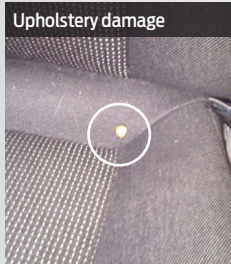
Scratch over 25mm



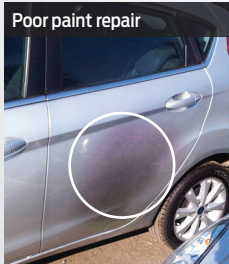
Bonnet paint chip damage



Upholstery damage



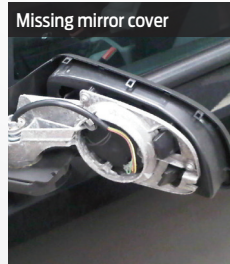
Poor paint repair



Wheel damage



Missing mirror cover



Typical examples of vehicle recharges



Mechanical condition

Vehicles which cannot be legally driven on a public highway; any engine seizure or damage due to insufficient coolant, oil or broken internal components; a noisy or damaged clutch or gearbox. The engine management system should not be displaying any warning light, e.g. diesel particulate filter (DPF) or oil pressure.

Service history

Missing or unstamped service books; vehicles not serviced to manufacturer's schedule; no current MOT certificate.

Scratches

Scratches that have broken the paint surface and exposed primer or bare metal, exceed 25mm and require the panel to be repainted will be recharged.

Windscreen and glass

Unsecure and leaking, scratching and/or isolated stone chips. Damaged heating element, cracks or holes.

Door mirrors

Missing, cracked or damaged mirror casings.

Tyres

Damage to the sidewall or tread; tyres that do not meet manufacturer's recommendations of type, size and speed rating; uneven wear. Less than 1.6mm depth throughout a continuous band in the centre 3/4 of the tread and around the entire circumference.

Wheels and wheel trims

Any 'spoke' or hub damage to the wheel; scuffing greater than 50mm around the total wheel rim. Damaged or missing spare wheel (or missing emergency tyre inflation kit including

the compressor & canister), jack and other related tools. NB. Partially or fully discharged canisters must be replaced.

Unsatisfactory repairs

Flaking paint, preparation marks, paint contamination, rippled finish, mismatched or off colour paint; poor panel fit or any other evidence of poor repair.

Vehicle keys

Missing keys, including but not limited to, the master, deadlock, slam lock keys (incl. spares), and locking wheel-nut keys. Damaged remote locking system (if applicable) or missing remote controls.

Documentation

Missing vehicle documentation (including the operation manual), audio equipment security codes and any other documents relating to vehicle equipment. Any odometer alterations must be reported. Unauthorised odometer changes are unacceptable.

In-car technology

Damaged or malfunctioning equipment e.g. Bluetooth, sat nav or any other integrated system. CD and media systems with damaged or missing facias and speakers. Any missing original equipment items e.g. parcel shelves, tonneau covers, sat nav discs and SD cards and charging leads.

Chips

Multiple chips; areas of chipping requiring a panel to be repainted and chips which have exposed any bare metal.

Livery

Vehicle returned with livery; damage to paintwork as the result of its removal. This includes glue residue and faded paintwork.

Lights and lenses

Holes or cracks in the glass or plastic covers of lamp units.

Bumpers

Dents or cracks; scuffing or scratches which require the bumper to be repainted.

Dents

Dents on the roof or swage lines; dents more than 10mm, or more than 2 dents per panel; dents where the paint has broken.

Soft tops & convertibles

Tear and rips to the fabric of the roof; cracks and creases in the rear windows.

Interiors

Burns, tears, staining or holes.

Underside of vehicle

Damage to the underside.

Mouldings, wheel arch trims

Broken, cracked or deformed.

Rust & corrosion

There should be no rust or corrosion on any part of the vehicle.

Tow bars

Poor condition (e.g. rust) without working electrical connections. If the tow bar is removed then you are responsible for making good any damage.

BVRLA fair wear and tear standard

For full information on acceptable levels of fair wear and tear when returning your vehicle please visit: www.fairwearandtear.co.uk/ford

End of agreement commercial vehicle condition



Deterioration in commercial vehicle condition is not to be confused with damage which occurs as a result of a specific event(s), for example harsh driving, impact, inappropriate stowing of items and negligence. In such event(s) any costs arising from such situations will be recharged.

You can avoid additional costs caused outside the acceptable terms of 'fair wear and tear' by looking after your commercial vehicle carefully. We recognise that commercial vehicles are working vehicles and, as such, some areas such as working surfaces/loading areas will be subject to a higher level of fair wear and tear. For ease of reference in understanding areas that are subject to, and acceptable as, heavy wear zones please read pages 16 - 17.

Please allow sufficient time prior to the end of your agreement should you need to carry out any repairs before returning your commercial vehicle.

Repairs to windscreens, minor dents and wheel refurbishments can easily be arranged before your vehicle is collected and will avoid unnecessary cost being recharged to you.

It is advisable for any damage to be repaired as soon as possible after it is identified; this is particularly important when the paint work is damaged and likely to cause further corrosion.

The images below and list on the opposite page show typical examples where recharges may be made. This will give you a better understanding of what is not considered acceptable when returning your commercial vehicle.



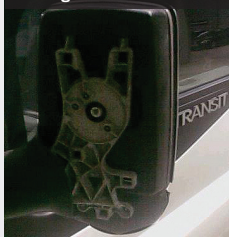
IMPORTANT

All repairs must be completed to a satisfactory professional standard. Poor repairs may incur a charge.

Paint removed from base



Missing mirror cover



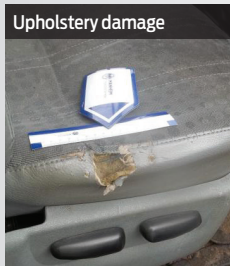
Door damage



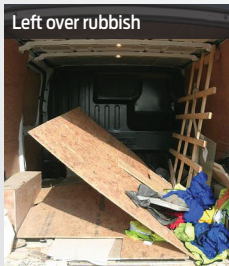
Outward dents to panel



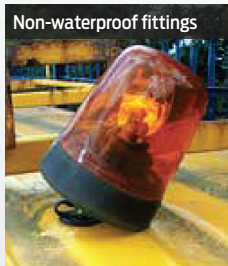
Upholstery damage



Left over rubbish



Non-waterproof fittings



Heavy interior wear



Typical examples of vehicle recharges



Mechanical condition

Vehicles which cannot be legally driven on a public highway, any engine seizure or damage due to insufficient coolant, oil or broken internal components. A noisy or damaged clutch or gearbox. The vehicle's engine management system should not be displaying any warning light, e.g. diesel particulate filter (DPF) or oil pressure.

Service history

Missing or unstamped service books; vehicles not serviced to manufacturer's schedule; no current MOT certificate.

Windscreen and glass

Insecure and leaking, scratching and/or isolated stone chips. Damaged heating element, cracks or holes.

Door mirrors

Missing, cracked or damaged mirror casings.

Tyres

Damage to the sidewall or tread; tyres that do not meet manufacturer's recommendations of type, size and speed rating; uneven wear. Less than 1.6mm depth throughout a continuous band in the centre 3/4 of the tread and around the entire circumference.

Wheels and wheel trims

Any 'spoke' or hub damage to the wheel (steel or alloy). Damaged or missing spare wheel (or missing emergency tyre inflation kit including the compressor & canister), jack and other related tools. NB. Partially or fully discharged canisters must be replaced.

Unsatisfactory repairs

Flaking paint, preparation marks, paint contamination, rippled finish, mismatched or off-colour paint, poor panel fitment or any other evidence of poor repairs.

Vehicle Keys

Missing keys, including but not limited to, the master, deadlock, slam lock keys (incl. spares), and locking wheel-nut keys. Damaged remote locking system (if applicable) or missing remote controls.

Decals, labels and sign writing

Remaining decals, labels, and advertising to the bodywork or glass unless prior agreement has been made by us. Any damage caused by their attachment or removal should be made good. This includes glue residue and faded paintwork.

Documentation

Missing vehicle documentation (including the operation manual). Audio equipment security codes and any other documents relating to vehicle equipment. Any odometer alterations must be reported. Unauthorised odometer changes are unacceptable.

In-vehicle technology

Damaged or malfunctioning equipment e.g. Bluetooth, Sat Nav or any other integrated system. CD and media systems with damaged or missing facias and speakers. Any missing original equipment items e.g. parcel shelves, tonneau covers, sat nav discs and SD cards and charging leads.

Lights, lamps and lenses

Damaged, unapproved or non-operational lights, lamps, reflectors and beacon lights. Holes or cracks are not acceptable.

Accessories

Damaged or missing accessories as provided with the vehicle at the commencement of the lease, such as tool kits, towing pins, roof racks, first aid kits, fire extinguishers etc.

Roller shutters

Excessive scratches to the paintwork on roller shutters. Damage caused by impact or movement of the load. Cracks, holes and other damage.

Tail lifts and mounted equipment

Damaged or distorted platforms and runners. Expired/invalid statutory certificates.

Roof racks

Distortion to the roof, panel or gutter rail.

Tow bars

Poor condition (e.g. rust) without working electrical connections. If the tow bar is removed then you are responsible for making good any damage.

BVRLA fair wear and tear standard

For full information on acceptable levels of fair wear and tear when returning your vehicle please visit: www.fairwearandtear.co.uk/ford

Heavy wear zones light commercial vehicles

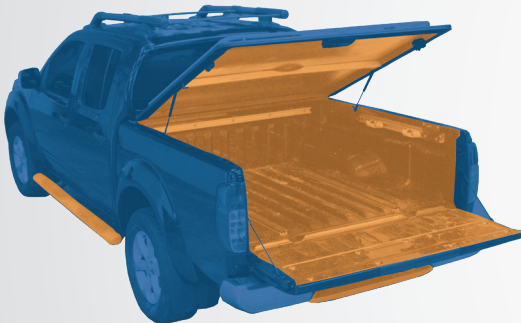


Commercial vehicles are regarded as 'working' vehicles and their condition at the end of contract must specifically allow for wear and tear appropriate to their operation and use. The images below represent typical goods vehicles with working surfaces (orange zone) and non-working surfaces (blue zone).

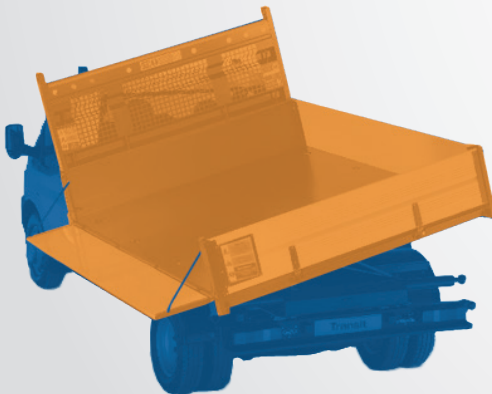


Car derived vans (CDV),
panel vans, boxes and Lutons
(GRP and glass fibre).

The rear strip will be in the Blue
Zone unless it forms part of the
loading area (Orange Zone).



Manufacturer built Pick-Up
(integrated body at point
of manufacture).



Coach Built (body separate
from cab), Dropsides, Tippers,
Flat Beds and Beaver Tails.

The zones in detail



Blue zone

Exterior paintwork, body, bumpers and trim are all in this area.

All zones coloured blue are regarded **non working surfaces**

Only light wear and tear is acceptable. Paintwork must be intact and with no deviation to the original shape of the vehicle.

Example levels of acceptance:

Chips	Less than 8mm in size	Max of 4 on a panel 8 on a door edge 8 on a forward facing panel
Dents (inward and outward)	Less than 15mm in diameter	Max 2 per panel
Scratches / abrasions	Less than 25mm in length	Max 4 per panel

Orange zone

Generally, all surfaces and components in contact with load will be in this area.

All zones coloured orange are regarded as **working surfaces**

Heavy wear and tear is acceptable. Paint damage is acceptable on surfaces, however, there must be no deviation to the original shape of the vehicle.

Example levels of acceptance:

Chips	Any size is acceptable	No limit
Dents (inward and outward)	Less than 25mm in diameter	No limit
Scratches / abrasions	Any length	No limit

Surface rust is acceptable, however, corrosion that's eaten into the bodywork in any area is not.

Interior cab and passenger areas

The interior upholstery, facia, headlining and trim must be clean and odourless with no burns, scratches, and tears or staining. Floor coverings and surrounding trims should not be torn or split. Carpets and footwells should not have holes. Wear and soiling through normal use is acceptable. Interior fittings such as seat belts, rear view mirrors, courtesy lights, sun visors,

doors bins etc, must be present, intact and free of damage. All accessories (e.g. first aid kits, fire extinguishers) must be returned intact or replaced with items of similar standard and specification.

For more information please visit:
www.fairwearandtear.co.uk/ford

End of agreement vehicle collection



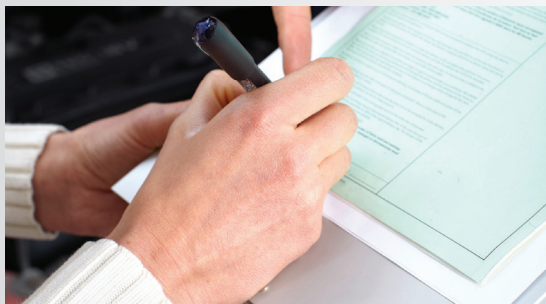
At the end of your agreement we will discuss the collection procedure for returning your vehicle back to us. This includes an inspection of your vehicle which will be co-ordinated by one of our appointed collection agents. It is important that during this period your insurance remains active until the vehicle has been returned to us.

When your vehicle is collected an agent will check and agree on its condition with you. All readily apparent damage will be noted, as well as any obvious damage and scratches visible to the eye. Collection agents have been trained to identify readily seen damage; they are not experts on repair methods or the severity of any damage on a vehicle. You will be asked to sign confirmation that your vehicle has been collected and will be presented with a documented copy of any damage for your records.

Occasionally, collection agents may miss damage on a vehicle owing to light and / or weather conditions. Please be aware that you may be liable for any damage not recorded on collection when it is clear that the damage is not new and has been missed at the initial inspection. If you believe that any damage

mentioned is new, we will ask you to confirm this in writing so that we can address this with the collection agent. Please note; if your vehicle is not sufficiently clean to allow a detailed inspection, the collection process may not be completed and a charge will be applied. If this is the case we will write to you to explain why your inspection could not be completed. You may also be charged an 'aborted collection fee' if the vehicle is not available or is in an unroadworthy condition. Additional fees may be charged if special collection arrangements are required.

If the collection agent identifies damage outside of the BVRLA return standards, you can request a damage schedule with digital images (if applicable). Should you then wish to discuss any damage it is important that you call us after receiving the damage schedule; all queries will be dealt with as quickly as possible.



What to do prior to your vehicle collection:

- Ensure interior and exterior of the vehicle is clean on the day of collection.
- Return all original items that came with the vehicle.
- Ensure all personal belongings are removed from the vehicle.
- Remove all evidence of personal data stored in the vehicle (e.g. phonebook, sat nav locations) or any documents (e.g. names, addresses, bank card number).

Important information

Insurance & maintenance

It is your responsibility to ensure your vehicle is insured for its full replacement value, including glass replacement and repair. Your vehicle must be maintained in a legal, safe and roadworthy condition. It is also important that you follow the manufacturer's instructions detailed in their handbook regarding all servicing and maintenance. Any commercial vehicles requiring additional inspections or work in order to comply with operator licensing or any other legal obligations are your responsibility. Please refer to pages 4-7 in this guide for more information on your responsibility for the Road Fund Licence.

It is your responsibility to check that all oils and fluids are topped-up in-between services. Please note the cost of consumables such as top-up oils and lubricants are not included within a maintenance agreement. When you return your vehicle at the end of its agreement it must have a full service history as well as a valid MOT certificate where appropriate.

Fines & penalty notices

To avoid additional administration costs please remember to pay all congestion charges, fines and fixed penalty notices immediately.

Vehicle accessories

Accessories can only be fitted with prior approval. Any damage caused by the fitment or removal of accessories must be repaired before your vehicle is returned to us. If an accessory invalidates a warranty or goodwill contribution from the manufacturer, you will be liable for any costs incurred. It is also your responsibility to ensure accessories and conversions are maintained and kept in a legal and roadworthy condition for the contract duration. Please read the 'end of agreement: vehicle condition' section for further information.

Motor Insurance Database

Where we may be the registered keeper of your vehicle, it remains your / your company's responsibility to ensure that your vehicle insurance details are recorded on the Motor Insurance Database. Failure to comply with the current legislation could result in a fine of up to £1,000 per incident. For further information please speak to your insurer / Fleet contact.

Notes:

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Notes:

[illegible]

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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