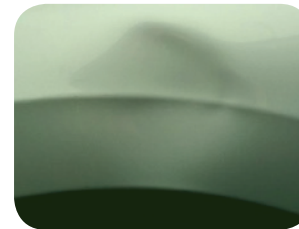


The guide to 'fair wear and tear' shows acceptable return standards and common associated issues. Any excess wear and tear and/or damage that requires repair, could result in a charge to the employee at the end of agreement. **Please Note:** This guide is an illustration of common practice, please contact your Fleet Services Department for more information



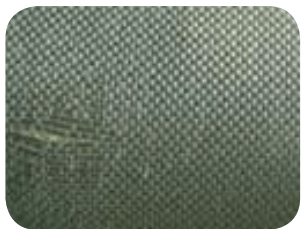
Door Mirrors

Missing, cracked, badly scuffed or damaged door mirrors are not acceptable (shown). If adjustable and/or heated, they must work correctly.



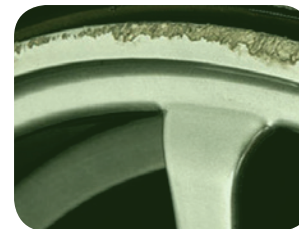
Dents

Minor dents are acceptable provided that the base coat has not been penetrated and there is no corrosion. More than one dent per panel is not acceptable. Dents over 10mm (shown) are not acceptable.



Interior

The interior upholstery and trim, including boot linings, must be clean with no visible burns, tears or staining. All car entertainment equipment must be intact and operate correctly. Optional extras fitted by the manufacturer or dealer should be returned with the car.



Wheels

All wheel trims must be present and undamaged. Scuffs up to 25mm on alloy wheels are acceptable yet dents or damage to the rim or main body of the wheel are not acceptable (shown).



Scratches

Light scratches and abrasions up to 25mm long are acceptable as long as they have not penetrated base coat and there is no corrosion. Scratches longer than 25mm (shown), or through to the base coat, are not acceptable.



Tyres

All tyres, including the spare tyre, must meet minimum UK legal requirements (1.6mm) and comply with manufacturers recommendations of tyre type.



Windscreen

All glass should be kept clean for safety reasons and so that damage is easy to see. Damage in the driver's direct line of sight or affecting heating elements should be repaired immediately. Chips must be repaired.



Lights, Lamps & Lenses

Lights, lamps and lenses must be working with no holes or cracks.

Additional Items: The spare wheel, jack and other tools, if originally supplied, must be intact, stowed properly and in good working order. All issued vehicle keys must be returned. **Employees could be charged for new replacement keys and coding if lost. Please do not leave spare keys in the glove box as this will invalidate vehicle insurance.**