**VEHICLE HIRE DAMAGES DISPUTE FORM**

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| Hire Company Ref: | | Date of Incident: | |
| HIRER DETAILS | | | |
| Name: | | Department: | |
| Phone No: | | E-mail: | |
| Claim made by Hire Company: | | | |
| Explanation of Dispute: | | | |
| Evidence of Dispute Provided (please tick as appropriate): | | | |
| Photo evidence at pick up  Hire documentation  Signed documents at point of pick up  AU member of staff present at drop off |  | Photo evidence at drop off  Notification of damage documents (Hire Company)  Signed documents at point of drop off  Other relevant information (use comment box for details) |  |
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|  |  |
|  |  |
| Any further comments: | | | |
| Signed: | | Dated: | |

*Once completed and signed please forward it to the relevant email contact as stated on the original damage claim from the hire*

*Company. Please make sure that* [*trlstaff@aber.ac.uk*](mailto:trlstaff@aber.ac.uk) *is copied in to correspondence.*