**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)  |   |
|  |   |
|   |   |
|   |   |
| 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* *is copied in to correspondence.*