

Rental Cars Information for travellers

Arbonia has agreements with the vehicle rental companies Hertz and Europcar. In order to avoid additional costs, any discussions or arbitrary recourse claims, please consider the following points when hiring a car:

take-over of the vehicle

- Double-check takeover record
 - Are all damages listed? Otherwise they should be added to the record
- **The rental car is to be photographed from each side before departure** (mobile, etc.). Please do not delete the pictures till 4 weeks after the return of the car.
- The vehicle should be fully fuelled. If this is not the case you should complain and let it be noted.
- An upgrade resulting in extra costs is to be rejected
- **Insurance:** A fully comprehensive insurance as well as a theft protection (with excess) is included in the rental price.
 - Do not add **additional insurance** on-site
- An additional driver is included
- Inform the rental station if you are travelling abroad
 - Please check which vignette you need before your departure
 - The vehicles should be equipped with vignettes from the rental-country
(e.g. rental in AT, vignette from AT is included)

return of the vehicle

- The vehicle should be returned fully fuelled
- Ask for a written receipt which confirms that there are no damages on the car
 - If the car is returned after business hours you should **photograph** it from each side
- Please inform the rental station in the event of a damage

For any issues respectively event of a damage inform the travel manager of your business unit or

Corporate Procurement
(corporate.procurement@arbonia.com)