





CAR HIRE Tips from **arguscarhire.com**[®]

Step 1 – Before you Book ...

1. Ensure the vehicle chosen is adequate for your needs

Vehicle Description

 Passengers Quantity	 Diesel Vehicle
 Baggage Quantity	 Automatic Vehicle
 Air Conditioning	 GPS

2. Read the Terms & Conditions carefully



Our Terms & Conditions cover:

- Drivers Age
- Drivers License
- Additional Driver
- Coverage / Insurance
- Breakdown Assistance
- Fuel Policy
- Mileage
- Tax Rate
- Payment Method
- Voucher
- Additional Extra Conditions

3. Secure your vehicle with a low deposit

Step 2 – Before you leave Home... ensure you have the following

1. Car Hire Voucher

VOUCHER EXAMPLE	
CarTrawler Car Rental Booking	
YOU MUST PROVIDE THESE BOOKING DETAILS TO SIXT ON ARRIVAL TO SECURE YOUR VEHICLE.	
Confirmation Number: 1234567890	Reference Number: ES123456789
Agent Details	
Agent SIXT	SIXT
Agent Address: Plaça de la Volateria 3 - exit arrival hall and go to Sixt busses waiting outside at hotel bus stop to bring you to the branch. Renaissance-Sixt Hotel Shuttlebus. Barcelona 08020	Agent Ref: 1234567890 Agent Account
Agent Telephone	Plan Code/Contract Number
Pick Up Details	
Location Barcelona - Airport Date 29 Nov 2007 Time 18:30	Drop Off Details
	Location Barcelona - Downtown Date 30 Nov 2007 Time 18:00
Car Details	
Car Type Mercedes A Class or similar with Air Conditioning	Car Code
Your Details	
Lead Driver	Flight Number
THIS IS NOT A PREPAID RENTAL. AMOUNT PAYABLE TO AGENT ON ARRIVAL: euro € 23,-99	
A Booking deposit has been taken to secure this reservation (check email for amount). The above balance is payable to SIXT on arrival. The booking deposit WILL NOT be shown on your printed rental contract.	

2. Valid Driving License

Check voucher for license requirements. Make sure you have all parts of the license.

3. Visa or Mastercard Credit Card

Please note at the time of pick up the local supplier will require a security deposit to be left for the vehicle. This takes the form of an amount (minimum: Excess + Fuel + VAT) being blocked on the primary drivers credit card, (cash deposits, Maestro, Switch and debit cards are rarely accepted so please be sure to call us if you require this facility

Step 3 – At the Car Rental Counter... ensure you have the following

1. Produce your voucher, credit card & driving license.

The balance for your rental will also be required

2. Read the rental agreement carefully

Carefully read all insurance details including any additional insurances agreed and paid for at the desk. Feel free to ask the agent to explain anything you are unsure of on the rental agreement before signing.

Step 4 – Before you leave the Rental Car Agent

1. Check the car for damage

Report any damage not shown on the rental agreement to the supplier representative either at the desk or in the car park. Make sure they sign off the damage on the rental agreement before driving the vehicle.

2. Ensure that all additional equipment requested is included

Check the equipment to ensure it is adequate for your needs. Any issues please bring them to the supplier representative's attention. Any additional equipment is paid for at the desk.

3. Know the route of your journey

Be confident of the exit route and plan your journey to your destination. Ask the supplier representative for a map or advice if needed.

Step 5 – When return the Car to Agent

1. Check for damage

If there is damage make sure you bring it to the representatives attention. Feel free to ask them about any charges they feel are needed and get it in writing.

2. Ensure that a rep signs off the drop-off.

Very important to have the rental agreement signed off by the supplier representative. Try to give yourself ample time before the flight.