

REIMBURSEMENT FORM

— PARTS AND LABOUR



To help us process your reimbursement request as efficiently as possible please complete all sections below making special reference to 'Your Checklist' to ensure all required documentation is submitted. Failure to do so will result in a delay in processing your request.

SECTION 1 - MEMBERSHIP & REPAIR DETAILS

Your parts and labour membership number :

Amount requested for reimbursement (£) :

Brief description of repairs undertaken :

SECTION 2 - PERSONAL DETAILS

Full Name :

Address :

County :

Postcode :

E-Mail :

Telephone :

SECTION 3 - BANK INFORMATION

Bank account provider :

Account number :

Bank account holders name :

Sort code :

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SECTION 4 - YOUR CHECKLIST

Along with this completed form, please supply photographic copies of the following documentation:

- Fully paid repair/garage invoice
- Proof of most recent vehicle service

PLEASE ENSURE ALL DOCUMENTS ARE PROVIDED

SECTION 5 - DECLARATION

I hereby declare that the above particulars are true and correct and I furthermore accept that if any reimbursement request is made knowing the same to be false or fraudulent it shall become void and forfeited.

Signature :

Print Name :

Date :

SECTION 6 - NEXT STEPS

Once you have completed this form, please return it along with the required documentation above, to:

Parts and Labour
Emergency Assist Limited
Exchange Square
Wisbech
Cambridgeshire
PE13 1RA

Once received we shall process your request and be in touch shortly.

THANK YOU FOR YOUR INFORMATION