

* Please take note of the following to ensure your vehicle is managed in a straightforward manner.

Stickers

Innovated Leasing stickers should be located on your service book & rear window to notify the dealer/repairer that your vehicle is managed by Innovated Leasing to enable direct invoicing. Please notify Innovated Leasing if these stickers are missing.

Odometer Readings

Please provide regular and accurate odometer readings as these assist the monitoring and management of your vehicle expenses.

Reporting

Monthly reports are provided along with 24/7 online access, summarising your actual vehicle expenditure and usage compared to the originally anticipated expenditure.

Budget Adjustments

Where your actual vehicle usage varies significantly from what you originally anticipated (budgeted expenses), Innovated Leasing will provide a recommended replacement budget (& subsequent salary deduction required) to you. You and your employer will then be notified of any adjustments needed to ensure sufficient funds are deducted to pay for your vehicle expenses. Any over-expenditure will need to be paid by you until sufficient funds have been received to reimburse you.

Renewals - *Comprehensive Insurance, Registration & Motor Club*

Clients are responsible to ensure their vehicle is comprehensively insured and registered. Please ensure your renewals are promptly emailed (to renewals@innovated.com.au) to enable payment to occur on time. Where comprehensive insurance is organised by Innovated, your renewal will automatically occur.

Roadside Assistance

IN THE CASE OF AN EMERGENCY, contact your Roadside Assistance provider (eg: NRMA, RACV, RACQ, RAA, etc). Some manufacturers provide roadside assistance during the first few years. If this applies to you, the details are usually found in the vehicle manual in the glove box.

Maintenance & Tyres

Vehicle Servicing & Repairs

Innovated Leasing recommends that you have your vehicle repaired at any recognized Motor Traders Association (MTA) recognised repairer. This will ensure that your vehicle is repaired to the manufacturer specifications as well as assisting in claiming any warranty repairs from the manufacturer.

When booking your vehicle in for a service or repair, **inform the Service Adviser** that your vehicle is 'managed' by **Innovated Leasing** and that the repairer is **to seek an authorisation by going online to innovated.com.au** and select the 'Authorisation' link

Weekend Work - Where a service / repair / tyre change is done on a weekend, an authorisation can be obtained from Innovated Leasing prior e.g.: Thursday/Friday.

Alternative Payment Options: **Personal payment** (with a subsequent reimbursement claim)

Reimbursements

Reimbursements are submitted online.

Fuel Cards

LOST/STOLEN	Motorpass Card	- call 1300 366 109 – 24 hours
	Shell, BP, Caltex Card	- call (07) 3420 5655 – during business hours
PIN Reset	Shell, BP, Caltex Card	- call (07) 3420 5655 – 24/7
Replacement	Forward a request to Innovated Leasing directly (online/email)	