



Phone

Customer Assistance (8.00am to 5.30pm (est) Monday – Friday)

Corporate. 1300 134 572

Novated 1300 668 572

Government 1300 360 443

Maintenance Control Centre (7.30am to 6.30pm (est) Monday – Friday)

Cars. 1300 130 572

Trucks 1800 657 941

Mail

LeasePlan

PO Box 6773

St Kilda Rd Central

Melbourne VIC 8008

E-mail

cservice@leaseplan.com.au

Web

www.leaseplan.com.au

Registration

If you receive a renewal notice please mail it to us. If your vehicle needs a 'pink slip' (NSW only), please send that in as well. We will then process the renewal and return the label to you. Affix the label to your windscreen upon receipt.

Infringements

You are responsible for all infringements.

e-TAGS

Report lost or stolen e-TAGS to LeasePlan immediately as you are liable for all costs. e-TAGS are non-transferable.

Accidents

Assist injured persons, do not admit liability and note down other vehicle details (type, registration, insurance company, damage caused, Driver's name, address and licence number). Observe road and weather conditions. Note date, time and location, as well as details of witnesses. Report serious damage/injury to Police. Then contact your insurer.

Maintaining Your Vehicle

Please advise all suppliers/repairers that your vehicle is managed by LeasePlan.

Service

Use a franchised dealer for vehicles under warranty. For vehicles out of warranty use either a franchised dealer or an authorised supplier. You can find a franchised dealer or an authorised supplier in your geographical proximity, on our website (Supplier Finder). In the ACT call Dasfleet Auto Service on 6202 5378.

Tyres

Beaurepaires	132 381	Goodyear	132 343
Bob Jane	132 625	Michelin	131 310
Bridgestone	131 229		

Tyre replacements must be in the same dimensions as specified by your vehicle manufacturer.

Windscreens

Instant Windscreens	132 444
O'Brien Glass	1300 369 522

Batteries

Battery World	131 760
Marshall Batteries	136 130

Roadside Assistance (24 Hours)

Contact the relevant manufacturer (details and contact numbers in manufacturer's handbook). Only contact Assist Australia if you are not covered by the manufacturer, otherwise you will incur additional costs.

Ford	1800 133 673
Holden	1800 817 100
Assist Australia	1800 257 526
Accidents & Towing (LeasePlan Total Cover)	1800 646 422
Accidents & Towing (Lumley Insurance)	1800 651 194

Fuel Cards

Fuel cards are non-transferable. Odometer readings must be provided with each fuel refill. Lost or stolen cards must be reported to LeasePlan. Please destroy all fuel cards prior to returning your vehicle.

Emergency Cash Claims

Cash claims can only be used in the event of emergencies such as urgent repairs whilst LeasePlan can not be reached/notified; or fuel card malfunctions. Complete a cash claim form (available on our website), attach supporting valid tax invoice/s and mail it to us.