

DELIVERY AND COLLECTION SERVICE

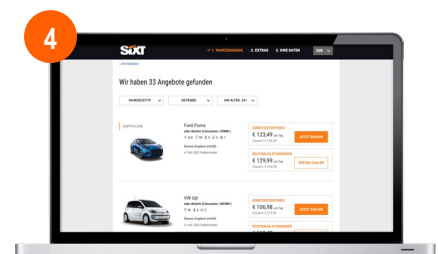
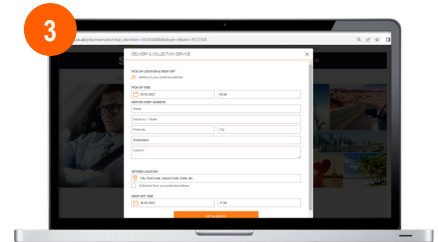
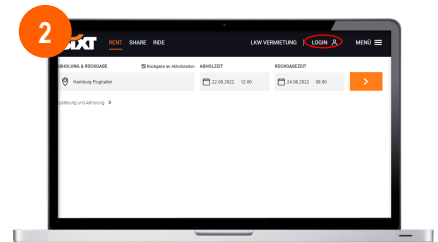
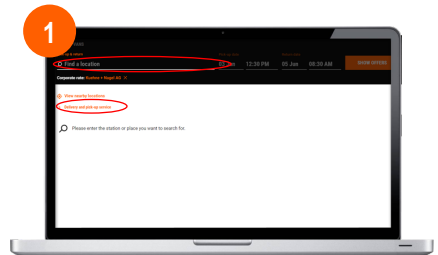
WHAT TO CONSIDER WHEN BOOKING A DELIVERY & COLLECTION SERVICE?

1) REGISTRATION

- Use SIXT's quick and convenient registration process "**SIXT Business Profile**"; for details, click [here](#).
- For a smooth Delivery & Collection service in the future, please also provide your driver's license information, date of birth and your home address. You can easily manage this data via our SIXT app. Please find more information [here](#).

2) BOOKING

- Open sixt.de and log in with your profile. Click on "**Search station or location**" and click on "**Delivery and pick-up service**".
- You will be redirected to a new page with a booking mask. A new log-in may be necessary here the first time.
- When making your SIXT reservation, please indicate the following:
 - the exact **address** to which the vehicle is to be delivered or from where it is to be picked up
 - a **telephone number** via which you can be reached
 - the **SIXT business profile number** mentioned in step 1
- When booking via the **SIXT website**, the **price** for delivery/ collection is calculated directly within the booking process
 - For deliveries and collections at the Kuehne+Nagel Hamburg location, please use please use the following address:
Großer Grasbrook 13, 20457 Hamburg
- In order to facilitate the delivery or collection service , please use the **comments field** in the reservation to provide the SIXT employees with details for the delivery or collection (parking situation, handover of the key, time window for the handover or return, etc.)
- If your **travel plans change** (rebooking or cancellation), please let us know as early as possible



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3) DELIVERY

- Make sure that the vehicle and the key are received at the agreed **delivery time**
- The vehicle may be delivered earlier than the booked time, but **usage** is only permitted from the booked time
- In the case of deliveries to large **company locations**, access and parking must be ensured

4) HANDOVER

- In the case of delivery to your company location and **handover to a third, authorized person** (e.g. reception or gate), the **driver's license control obligation** is transferred to your company
- Please check the vehicle for possible damage BEFORE starting your journey; any **damage** that already exists is recorded on the rental agreement
- In most cases, you will receive the **rental contract** digitally from SIXT by e-mail or in the app

5) RENTAL

- We wish you a **good trip with SIXT!**
- If you need help during the rental, e.g., in the event of an accident or breakdown, we are of course at your disposal <https://www.sixt.de/#/help-and-contact/> (you can also find contact numbers in the rental vehicle)

6) TERMINATION

- When booking a pickup of the vehicle from the specified address, an active feedback of the vehicle is necessary as soon as it is ready for pickup at your place. We ask for a short information via one of the following channels. Our employees will then pick up the vehicle from you.
- This can be done by phone +49 (0) 89/66 060 060, by email to reservierung@sixt.com or via the SIXT app
- The rental **contract will be terminated** after the confirmation has been received
- Please ensure that the vehicle is returned with a full tank of fuel, otherwise a corresponding fee will be charged

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7) COLLECTION

- SIXT will pick up the vehicle **as soon as possible**
- Please make sure that the **vehicle key** is handed over accordingly and that the exit is ensured when picking up from a closed company premises (exit card or similar)

8) INVOICE

- You will find details of your booked delivery and collection on your SIXT invoice