



Hire Details Form

SECTION A			
Customer details:	Name:	Drivers' licence No.	Date of Driver's licence issue
Additional Driver (If applicable):	Name:	Drivers' licence No.	Date of Driver's licence issue
Additional Driver (If applicable):	Name:	Drivers' licence No.	Date of Driver's licence issue
Client's home address			
Client's work address			
Client's email address			
Client's ID Number			
Client's Phone Number			
Client's next of keen & phone number			
Client's next of keen Physical & business address			
Client's next of keen email address			
Date of Hire:			
Intended Destination			
Number of passengers			
Opening Mileage			
Start Time of Hire:			
Duration of Hire:			
Type of Car			
Transmission type			

Type of fuel	
Car Registration Number	
Delivery Address:	
Collection Address:	
Deposit Paid	
Hire Fee including any other estimated charges if any	
Charge rate per day:	
Notes if any:

SECTION B	
INFORMATION REQUIRED UPON RETURN	
Total number of days	
Number of Kilometres travelled	
Charge for excess km	
Time of Arrival: (Please specify am or pm or use 24-hour clock)	

SIGNATURE OF OFFICER: **Date**.....

CLIENT NAME..... **SIGNATURE**..... **Date**.....

THE REQUEST WILL ONLY BE ACCEPTED ON COMPLETION OF ALL PARTS OF SECTION A OF THIS FORM (except Additional Driver details if not applicable).