

Arnold Clark CAR & VAN RENTAL

Name of person making booking: _____

Please complete this form and return it to our reservations department via

Contact number: _____

 **esus.bookings@ed.ac.uk**

Company details

Company name

Account/reference number

Order number

Cost centre/department

Booker's name and phone no.

Email address

Driver(s)

Names

Contact

Mobile no.

Booking details

Do you require Arnold Clark Insurance?*

Yes

No

Please note:

*Copy of driver's licence must be sent to this office, prior to rental, for any hires requiring Arnold Clark Insurance.

Vehicle requested

Flight number†

Start date & time

End date & time

Collection branch

Return branch

or delivery address, location of keys

or collection address, location of keys

Special instructions (sat nav, controlled entry etc)

†Required for airport rentals.