



part of GE Capital

Fleet Card Vouchers

This sets out instructions for completing fleet card sales vouchers and merchant headers. Refer to your Merchant Operating Instructions and Merchant Agreement Terms and Conditions for more detail on what you need to do to complete a fleet card transaction.

Your Fleet Card sales voucher

Front cover provides key instructions on completing your voucher

SALES VOUCHER
DO NOT REMOVE THIS COVER SHEET UNTIL AFTER IMPRINTING

INSTRUCTIONS - COMPLETION OF THE FOLLOWING IS MANDATORY

1. Check the registration number (card and vehicle MUST match).
2. Check expiry date on card to ensure it is valid.
3. Imprint Fleet Card on Sales Voucher, ensure all details are clear.
4. Complete Sales Voucher with - **Date**
 - \$ VALUE FOR EACH CATEGORY - FUEL TYPE
 - TOTAL \$ VALUE - ODOMETER READING
 - GST INCLUDED IN TOTAL - LITRES

5. Give the "YELLOW DRIVER COPY" to the driver, retain "PINK MERCHANT COPY".



NOTE: For REPAIR AUTHORISATION DO NOT COMPLETE A SALES VOUCHER.
 * Authorisation is required prior to commencing Repairs or Maintenance work.
 * Authorisation is not required for Fuel & Oil purchases.

IMPORTANT: The purchase of CIGARETTES, GROCERIES or PERSONAL ITEMS on any Fleet Card is STRICTLY NOT ALLOWED. YOU WILL NOT BE PAID for these items.

DRIVER INSTRUCTIONS - PLEASE READ

1. Sign Sales Voucher and Print Name
2. Sign sales voucher after ensuring that all details have been completed.
3. Remember to include the odometer reading.

No. HERE

CUSTOM SERVICE LEASING PTY LTD ABN 60 073 245 084

Voucher duplicates

White Fleet Card copy to be sent to Fleet Card for payment

FLEET CARD COPY

*FIELDS ARE MANDATORY

EXPIRY DATE CHECKED

Sale Confirmed - Driver Signature _____ Print Name _____

SIGNATURE OF DRIVER AS CARDHOLDER'S AGENT
I acknowledge receipt of goods/services and liability for the charges as recorded hereon. I also confirm that the goods/services are for the vehicle identified above.
CUSTOM SERVICE LEASING PTY LTD ABN 60 073 245 084

DATE	KM READING NO DECIMAL		
LITRES	VEHICLE FUEL	1	\$
<input type="checkbox"/> IF LPG <input type="checkbox"/> IF DIESEL <input type="checkbox"/> IF PETROL	ENGINE TOP UP OIL	2	\$
	ROUTINE SERVICE	3	\$
	MECHANICAL REPAIRS <input type="checkbox"/> IF SERVICE INCLUDED	4	\$
	TYRES & BALANCE/ WHEEL ALIGNMENT	5	\$
	ACCIDENT DAMAGE	6	\$
	VEHICLE RELATED GOODS/SERVICE NOT SHOWN IN SECTIONS 1, 2, 3, 4, 5 & 6. IF CAR SPA	7	\$
SECTIONS 1 TO 7 INCLUDING GST		TOTAL	\$
GST INCLUDED IN TOTAL			\$

PS 6885 7/08

Yellow driver copy to be given to the driver for their records

DRIVER COPY

*FIELDS ARE MANDATORY

EXPIRY DATE CHECKED

Sale Confirmed - Driver Signature _____ Print Name _____

SIGNATURE OF DRIVER AS CARDHOLDER'S AGENT
I acknowledge receipt of goods/services and liability for the charges as recorded hereon. I also confirm that the goods/services are for the vehicle identified above.
CUSTOM SERVICE LEASING PTY LTD ABN 60 073 245 084

DATE	KM READING NO DECIMAL		
LITRES	VEHICLE FUEL	1	\$
<input type="checkbox"/> IF LPG <input type="checkbox"/> IF DIESEL <input type="checkbox"/> IF PETROL	ENGINE TOP UP OIL	2	\$
	ROUTINE SERVICE	3	\$
	MECHANICAL REPAIRS <input type="checkbox"/> IF SERVICE INCLUDED	4	\$
	TYRES & BALANCE/ WHEEL ALIGNMENT	5	\$
	ACCIDENT DAMAGE	6	\$
	VEHICLE RELATED GOODS/SERVICE NOT SHOWN IN SECTIONS 1, 2, 3, 4, 5 & 6. IF CAR SPA	7	\$
SECTIONS 1 TO 7 INCLUDING GST		TOTAL	\$
GST INCLUDED IN TOTAL			\$

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Pink merchant copy to be kept by the merchant for at least 6 months

MERCHANT COPY

*FIELDS ARE MANDATORY

EXPIRY DATE CHECKED

Sale Confirmed - Driver Signature _____ Print Name _____

SIGNATURE OF DRIVER AS CARDHOLDER'S AGENT
I acknowledge receipt of goods/services and liability for the charges as recorded hereon. I also confirm that the goods/services are for the vehicle identified above.
CUSTOM SERVICE LEASING PTY LTD ABN 60 073 245 084

DATE	KM READING NO DECIMAL		
LITRES	VEHICLE FUEL	1	\$
<input type="checkbox"/> IF LPG <input type="checkbox"/> IF DIESEL <input type="checkbox"/> IF PETROL	ENGINE TOP UP OIL	2	\$
	ROUTINE SERVICE	3	\$
	MECHANICAL REPAIRS <input type="checkbox"/> IF SERVICE INCLUDED	4	\$
	TYRES & BALANCE/ WHEEL ALIGNMENT	5	\$
	ACCIDENT DAMAGE	6	\$
	VEHICLE RELATED GOODS/SERVICE NOT SHOWN IN SECTIONS 1, 2, 3, 4, 5 & 6. IF CAR SPA	7	\$
SECTIONS 1 TO 7 INCLUDING GST		TOTAL	\$
GST INCLUDED IN TOTAL			\$

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Completing your Fleet Card sales voucher

***FIELDS ARE MANDATORY**

1 → FLEET CARD COPY


2 → Sale Confirmed - Driver Signature Print Name

3 → *DATE

4 → EXPIRY DATE CHECKED

5 → *KM READING NO DECIMAL

6 → *LITRES

<input checked="" type="checkbox"/> IF LPG	<input type="checkbox"/>	VEHICLE FUEL	1	\$		
<input checked="" type="checkbox"/> IF DIESEL	<input type="checkbox"/>	ENGINE TOP UP OIL	2	\$		
<input checked="" type="checkbox"/> IF PETROL	<input type="checkbox"/>	ROUTINE SERVICE	3	\$		
	<input type="checkbox"/>	MECHANICAL REPAIRS ✓ IF SERVICE INCLUDED	4	\$		
part of GE Capital	<input type="checkbox"/>	TYRES & BALANCE/ WHEEL ALIGNMENT	5	\$		
	<input type="checkbox"/>	ACCIDENT DAMAGE	6	\$		
	<input type="checkbox"/>	VEHICLE RELATED GOODS/SERVICE NOT SHOWN IN SECTIONS 1, 2, 3, 4, 5 & 6. IF CAR SPA ✓	7	\$		
SECTIONS 1 TO 7 INCLUDING GST				TOTAL	\$	
GST INCLUDED IN TOTAL					\$	

7 → FLEET CARD COPY

8 →

SIGNATURE OF DRIVER AS CARDHOLDER'S AGENT
I acknowledge receipt of goods/services and liability for the charges as recorded hereon. I also confirm that the goods/services are for the vehicle identified above.
CUSTOM SERVICE LEASING PTY LTD ABN 60 073 245 084

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- 1** Fleet Card details
 - Must match vehicle
 - 16 digit card number must be clear & legible
- 2** Driver must sign to confirm sale
- 3** Complete date of transaction
- 4** Check expiry date on the card check the box
- 5** Complete vehicle Odometer reading on all transactions
- 6** Complete litres for fuel purchases (checked against \$ value)
- 7** Sales voucher categories (all purchases must be for vehicle shown on card and amount detailed is to be inclusive of GST)
 1. FUEL (Petrol Diesel and LPG)
 2. OIL (Top up Oil)
 3. ROUTINE SERVICE (log book to be shown, include oil)
 4. MECHANICAL REPAIRS (Tick box if service included, include oil)
 5. TYRES & BAL/WHEEL ALIGNEMENT (all body damage and insurance excess)
 6. MISC VEHICLE RELATED GOODS/SERVICES NOT SHOWN IN SECTIONS 1 to 6 (strictly vehicle related)
 7. Authorisation card transactions must have an itemised invoice and order number for categories 3, 4, 5, 6a and 7
- 8** Check voucher total is correct by adding each voucher category

Completing your Fleet Card merchant header

2 → **FLEET CARD SALES VOUCHER HEADER**

1 → **STAPLE HERE**

3 → **COMPLETE BELOW FOR PAYMENT**

4 → **TOTAL \$ AMOUNT**

35 SALES VOUCHERS PER HEADER ONLY.

CUSTOM SERVICE LEASING PTY LTD ABN 60 073 245 084

- 1** Please staple the Sales Vouchers and adding machine list (detailing voucher \$ totals) here.
- 2** Green copy to be sent to Custom Fleet within 10 business days of transaction
- 3** Complete section in full
 - SITE NAME (trading name)
 - SIGNATURE (person completing Header)
 - DATE (date batched)
 - MERCHANT NUMBER (Site identifying size digit Fleet Systems Merchant Number located top left of MMAR)
 - NO. OF SALES VOUCHERS (Nuner of Vouchers attached to the Header)
 - TOTAL \$ AMOUNT (total dollar amount of vouchers attached to haeder, inclusive of GST)

- 4** A maximum of 35 Sales Vouchers can be attached to each Header

Repair Authorisation transactions

- To avoid delays Repair Authorisation transactions must be batched separately (not necessary for Fuel & Oil transactions)
- Repair Authorisation transactions must be authorised, obtain an order number by phoning 1800 802 667
- Ensure an itemised invoice is attached to each Repair Authorisation transaction voucher
- After imprinting Repair Authorisation transactions can be identified by "02" below the Expiry Date on the card



Contact details and help lines

Custom Service Leasing Pty Ltd
ABN 60 073 245 084

32 Phillip Street
Parramatta NSW 2150

Custom Fleet
Locked Bag 2205, North Ryde 1670

Merchant Assist	1300 368 743
Merchant Assist Fax	02 8899 5396
Repair Authorisation	1800 022 810

Website www.fleetcard.com.au