Lease Option - Vehicle Ordering and Payment

1. Ashwoods send out brochure and prices including hybrid system cost.
2. Public body arranges a lease with an Ashwoods nominated leasing company (in this case the Contracting Body (CB)).
3. CB places an order for the vehicles with Ashwoods.
4. Ashwoods send a copy of the purchase order to the DfT (see notes below).
5. CB sends a letter to the CB confirming that the grant will be paid on delivery with an ID number (see Annex 1 below). Letter is copied to Ashwoods.
6. Vehicle delivered and invoice is sent to the CB.
7. CB leasing Company:
   - Makes payment to Ashwoods for the vehicle excluding the grant.
   - CB sends a completed letter (see Annex 2 below) to the DfT, copied to Ashwoods.
8. DfT receives letter and pays Ashwoods the grant.
9. Ashwoods confirms to the DfT that the vehicle invoice has been paid by the CB.

Notes:
This process requires the CB (leasing company) to pay the invoice excluding the grant. The grant is then paid to Ashwoods by DfT.
The order from the CB (leasing company) shall include the hybrid van purchase details and cost, details of the lease and term (minimum of three year lease), the public body end user and their purchase order number, plus a copy of that purchase order.

Annex 1: Letter from DfT
1. Includes ID no e.g. 001
2. Confirms order placed
3. Confirms grant per vehicle
4. Instructs CB to send completed letter to DfT on delivery of vehicle

Annex 2: Letter from CB to the DfT
I ____(CB)____ have taken delivery of __X__ vehicles and attach
the invoice from Ashwoods. I confirm payment will be made to Ashwoods within
28 days of delivery
These vehicles are for lease to name of public body
I therefore confirm the grant offer ID No. XXX of £________ can be released to Ashwoods to cover the full vehicle costs.

Signed __________________ Position __________________
Date __________________