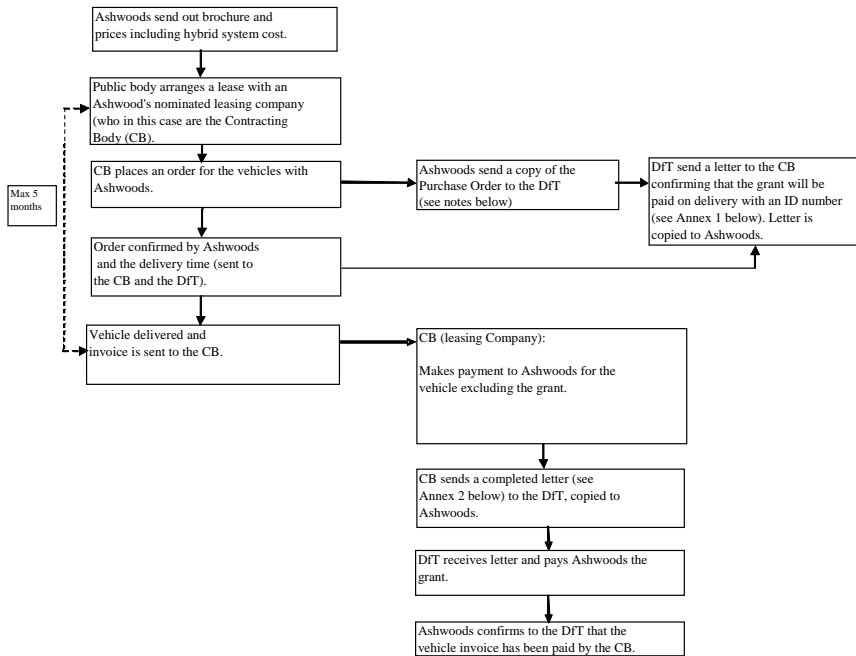


Lease Option - Vehicle Ordering and Payment



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 as per contract.
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 _____