

## Fleet Administration

# Taking the hassle out of fleet administration.

Our Fleet Administration services can manage all the regular and ad-hoc documentation created through the life of your vehicles.

### Our service.

We can help take the hassle out of your fleet's day-to-day administration by looking after taxation, motoring offences and other general administration requests.

### Fleet Administration – the benefits.

It's important to make sure that any taxation or motoring offences are handled promptly. If they are delayed, penalties can apply.

Our automated MOT reminders can be sent to drivers via email, text or post helping to keep the vehicles on the road and ensure your fleet remains compliant.

By handling your motor offence administration we can reduce the risk of penalties by making sure that all fines are processed within 48 hours of receipt. If required, we can also email you copies of documentation to help speed up any queries or disputes.

We will also process and complete all duplicate Road Fund Licence requests within 3 working days keeping your drivers mobile and the vehicle legal.

### Fleet Administration includes:

- Taxation of vehicles over 1 year old
- Duplicate Road Fund Licence requests
- Cherished/personalised plate requests
- Parking permit requests
- Road Fund Licence refund requests
- Speeding and parking fines
- Congestion charges and other traffic offences
- Police liaison
- Court summons
- V5 and MOT management.

### How it works.

We can add Fleet Administration to your account for a monthly fee and you can choose to pay or nominate the driver for fines, provided we hold the driver details and subject to legislation regulations.

For further information on Fleet Administration please contact your Relationship Manager or

call: 0800 085 4128

email: [marketing@lexautolease.co.uk](mailto:marketing@lexautolease.co.uk)

or visit: [www.lexautolease.co.uk](http://www.lexautolease.co.uk)