



List of fees Post Company Cars Ltd

Annex B: General

Preliminary note: All prices apply per event/item and exclude VAT. The hourly rate for services invoiced "at cost" is CHF 150 per hour. A minimum of one hour will be invoiced. Post Company Cars reserves the right to adjust all listed prices and fee types on a regular basis.

Contract management

Overview of outstanding invoices	free
Changes to the following contract details during the year:	free
<ul style="list-style-type: none">• Change of invoice address or contact person• Modification of internal reference numbers or cost centers• Correction of spelling mistakes or factual details• Updating of contact details (telephone, e-mail)	
Amendments to the contract (one amendment per year is free of charge):	CHF 120
<ul style="list-style-type: none">• Termination of a contract module• Changes that require a new contract number or renegotiation• Contract details (e.g. kilometres driven)• Contract transfer within the same legal entity• Contract transfer to a new legal entity	
Early contract termination	
<ul style="list-style-type: none">• <3 months before end of contract• >3 months before end of contract	free CHF 500

Administrative and operational value-added services

Change of owner/number plate, vehicle registration document change per event	CHF 100
Bulk changes per vehicle/contract (see amendments to the contract and changes to the vehicle registration document, etc.):	
<ul style="list-style-type: none">• for 10–100 vehicles• for 101–300 vehicles• from 301 vehicles	CHF 50 CHF 30 CHF 25
Duplicate vehicle registration document	CHF 25
Customs clearance of a vehicle for cross-border commuters plus the service provider's processing fee ¹	CHF 700
Processing of cash expenses resulting from customer error – effective expenditure amount plus processing fee per transaction	CHF 25
Commissioning of a service provider outside the Post Company Cars partner network for repair and maintenance costs of more than CHF 150 per repair	CHF 200
Transport of one set of complete wheels or tyres between two locations	CHF 250
Transport of a vehicle between two locations	CHF 550
Compensation for services outside the existing contract (the fee is charged per hour and covers additional organizational or manual work. A minimum of one working hour will be invoiced.)	CHF 150

Services on-site

Supervision of vehicle collection/return by the customer partner manager	CHF 200
Review of cost estimate/invoice by the customer partner manager	CHF 200
Change of number plates incl. transfer to driver and vehicle licensing office	CHF 200

¹ Fee will be deducted from the VAT refund.



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Insurance and claims management

Issuance of green insurance card and accident statement	free
Forwarding of the insurer's documents (e.g. insurance confirmation, proof of insurance)	free
Claims handling flat fee if Post Company Cars insurance is selected	free
Claims handling flat fee if Post Company Cars insurance is not selected	
• in the Post Company Cars partner network	CHF 180
• outside the Post Company Cars partner network	CHF 450
Creation of damage evaluations for customers on request	CHF 250

Fuel management

Replacement of an existing card	CHF 30
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Charging solution

Set-up fee per driver	CHF 34
Replacement of an existing card	CHF 30

Accounts receivable management

Default interest on outstanding receivables	5% p.a.
1st reminder	free
2nd reminder	CHF 50
3rd reminder	CHF 100

Vehicle return

Fees for vehicles without financing

Standard remarketing flat fee for vehicles without financing (incl. services: vehicle transport to Bern, expertise, exterior cleaning, advertising on auction platforms)	CHF 815
Premium remarketing flat fee for vehicles without financing (value-added services on top of standard: interior cleaning, taking photos incl. online advertising)	CHF 1,500

Fees for vehicles with financing

Cleaning	
• Vehicle preparation in the event of minor soiling	CHF 250
• Vehicle preparation in the event of major soiling (smoker, animal smell, soiling from food or drink, etc.)	CHF 600
Removal of vehicle labelling	at cost
Collection fee for 2nd set of complete wheels or tyres	CHF 450
Decommissioning of a vehicle, provided this is not carried out via the partner garage	CHF 60
Creation of a vehicle evaluation for resale	CHF 75

Fees for missing items upon return

Vehicle registration document (incl. procurement)	CHF 80
Vehicle documentation (e.g. instructions, radio code card, vehicle folder, incl. procurement)	CHF 200
On-board tools (incl. procurement)	CHF 250
Key (original costs)	acc. to expertise
Charging cables (electric or hybrid vehicles, incl. procurement)	CHF 500
Organization of other missing items at cost (plus material costs)	at cost