

LIST OF FEES

Annex B: General

Contract management

Issuance of copies of the contract/invoice	free
Confirmation of balances (overview of the invoices fully paid by the customer)	free
Changes to the contract data	free
Contract extensions	free
1x contract amendment per year	free
– Each additional amendment per year	CHF 100.00
Processing fee for customs clearance of a vehicle for cross-border commuters *	CHF 700.00
Processing fee for early contract termination	CHF 300.00
Transfer of contract/change of owner/change of number plate/change of vehicle registration document	CHF 120.00
Administration fee for service outside the contract (per incident)	CHF 30.00
Processing fee for using a non-partner of Post Company Cars for repair costs greater than CHF 150 per repair	CHF 30.00
Bulk transfer costs per vehicle for:	
– 10 – 100 vehicles	CHF 50.00
– 101 – 300 vehicles	CHF 30.00
– 301 vehicles or more	CHF 25.00

Services on site

Supervision of vehicle collection/return by the customer partner manager	CHF 200.00
Checking of cost estimate/invoice by the customer partner manager	CHF 200.00
Change of number plate incl. transfer at vehicle licensing office	CHF 200.00

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
Claim flat fee per case, Post Company Cars insurance	free
Claim flat fee per case, customer insurance	CHF 120.00

Fuel management

Blocking the fuel card and reordering	CHF 25.00
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*Fee will be deducted from the VAT refund.

Charging solution

Initial fee for charge card (not applicable for blocking and reordering)	CHF 28.00
Blocking the e-charge card and reordering	CHF 25.00

Accounts receivable management

Default interest for outstanding receivables	5% p.a.
1st reminder	free
2nd reminder	CHF 20.00
3rd reminder	CHF 20.00

LIST OF FEES

Annex B: vehicle return

Flat fees for vehicle return

Open invoicing

Flat fee for remarketing standard **CHF 750.00**
– Included services: vehicle transport to Bern, expertise, exterior cleaning, advertising on auction platforms

Flat fee for remarketing premium **CHF 1,300.00**
– Additional services on top of standard: interior cleaning, taking photos incl. online advertising, 1-year multi-part vehicle warranty (up to max. 150,000 km)

Vehicle preparation in event of excessive soiling **CHF 600.00**

Removing vehicle signage **at cost**

Tyres

Tread depth < 4mm **vehicle specific**

Missing parts, general

Vehicle documentation (e.g. instructions, radio code card, vehicle folder, etc.) **CHF 100.00**

Service record **CHF 200.00**

Vehicle registration document **CHF 120.00**

On-board tools **CHF 150.00**

2nd set of complete wheels or tyres (return fee) **CHF 400.00**

Processing fees for service and maintenance work not carried out (plus any costs incurred) **CHF 150.00**

Processing fee for other missing parts **CHF 120.00**

Remarks:

All prices that are not explicitly marked as costs per month are per incident/item and are exclusive of VAT. Any third-party costs (such as those from vehicle licensing offices) are not included in the flat fees.

The hourly rate for services invoiced "at cost" is CHF 80.00 per hour.

Post Company Cars reserves the right to adjust all listed prices and fee types on a regular basis.