



Post Company Cars Ltd
vehicle return
Passenger vehicles

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1. Your checklist for a clear process at the end of vehicle use

When returning the vehicle, it must be ensured that

1. all documents and items delivered with the vehicle and that belong to the vehicle are returned and
2. all obligations of the Customer for the proper use of the vehicle have been demonstrably fulfilled.



Please note the following points when returning your company vehicle:

- Service and maintenance work has been carried out correctly.
- All damage has been reported in accordance with the process description on the Post Company Cars homepage.
- The vehicle has been thoroughly cleaned inside and outside.
- The second set of wheels as well as all accessories and the certificate for replica rims or rims from third-party providers are located in the vehicle.
- All sets of keys, including master and spare keys, are in the vehicle.
- The original vehicle registration document is present.
- All original documents, such as the vehicle document folder with the Post Company Cars documents including fuel card(s) and charge card, are in the vehicle.
- For fossil-fuel vehicles: the tank must be fully filled when returning the vehicle.
- For electrically powered vehicles: the battery must be fully charged when the vehicle is returned.
- The charging cable(s) (for electric or plug-in hybrid vehicles) is/are located in the vehicle.
- All personal items have been removed from the vehicle.
- Decommissioning of the vehicle has been agreed with the partner garage.

Thank you for taking note of this information and for returning the vehicle correctly.

Note

If not all of the above points are met, the resulting costs will be invoiced in accordance with our valid list of fees.



2. Damage catalogue – fair assessment of passenger vehicles

2.1 Clear rules and guidelines

At the end of the lease term, there are often differences of opinion regarding the loss in value of the vehicle during its period of use. In addition to the fundamental question of the residual value of the vehicle, another issue that arises is that of what defects are to be considered as damage and therefore reducing the value of the vehicle, and what “damage” is to be considered as wear and tear and therefore covered by the lease payment. Below you will find some guidelines.

2.2 Paintwork

Accepted

- Slight surface scratches (polishable), e.g. around the door handles
- Slight paint abrasions, e.g. on the edges of the doors
- Stone chips (not right down to the primer) on the front of the vehicle
- Minor cosmetic damage, if still polishable
- Slight traces, such as those left behind by car washes
- Slight scratches in the paintwork around the loading sill on the rear bumper, as can occur during loading and unloading



Not accepted

- Non-polishable scratches
- Scratches with heavy paint abrasion
- Advertising films or residues thereof
- Severe cosmetic damage requiring painting
- More severe stone chips (down to the primer)
- Severe paint flaking
- Rust patches
- Colour deviations, e.g. following repainting
- Sub-standard refinishing work



2.3 Bodywork/attachments

Accepted

- Slight parking-related dents without damage to the paintwork that do not significantly affect the overall impression of the vehicle
- Slight abrasion to protection strips and bumpers



Not accepted

- Non-polishable scratches
- Scratches with heavy paint abrasion
- Advertising films or residues thereof
- Severe cosmetic damage requiring painting
- More severe stone chips (down to the primer)
- Severe paint flaking
- Rust patches
- Colour deviations, e.g. following repainting
- Sub-standard refinishing work



2.4 Glazing/lighting

Accepted

Slight stone chips on the windscreen that do not impair visibility (not relevant for motor vehicle inspection)
 Slight scratches that do not impair visibility
 Slight stone chips on headlights
 Professional repair of stone chips, unless in the direct field of vision of the driver



Not accepted

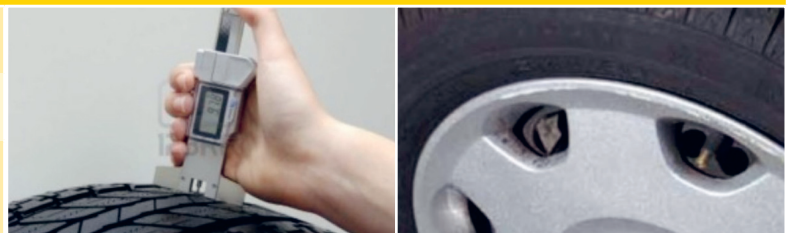
Stone chips with crack formation
 Stone chips/scratches that impair visibility in the direct field of vision of the driver (relevant for motor vehicle inspection)
 Cracks and breaks in windows, headlights and rear lights
 Any damage affecting road safety
 Sub-standard glass repairs
 Leaking windows or lighting units



2.5 Rims/tyres

Accepted

Tread depth down to minimum legal tread depth
 Slight abrasions on the outside of the tyre
 Slight scratches/abrasions on the rims with no loss of material



Not accepted

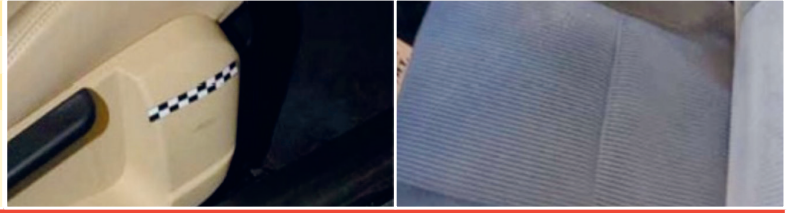
Tyre worn down on one side
 Tread depth below minimum legal tread depth
 Heavy abrasions and incisions on the tyre flanks
 Porous and excessively old tyres
 Tyres with visible damage (cracks, bulges)
 Cracks, deformation, heavy loss of material on rims
 Severe corrosion of rims
 Incorrect tyres



2.6 Interior/cargo space

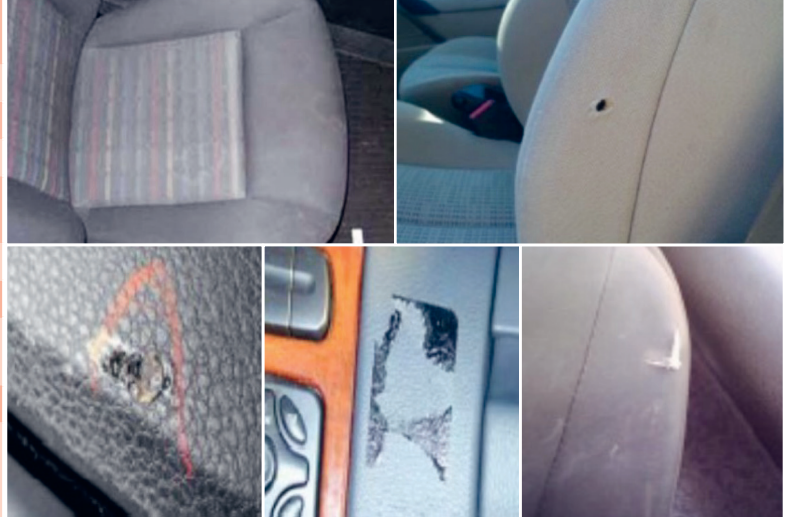
Accepted

Slight colour changes due to sunlight
Slight abrasion on seats and trim
Small boreholes outside the field of vision
Slight soiling that can be removed during normal interior cleaning



Not accepted

Severe soiling and stains requiring increased cleaning costs
Excessive abrasion and cracks in seats and trim
Boreholes in the field of vision
Burn holes
Significant colour changes such as those caused by the use of unsuitable cleaning agents
Missing seat and trim parts
Worn-through floor coverings
Clearly noticeable odours, e.g. animals, smoke, mould, etc.
Scratches on instrument panel and other displays
Defective displays, e.g. with digits and letters displayed incorrectly



2.7 Powertrain/steering/chassis/powertrain elements

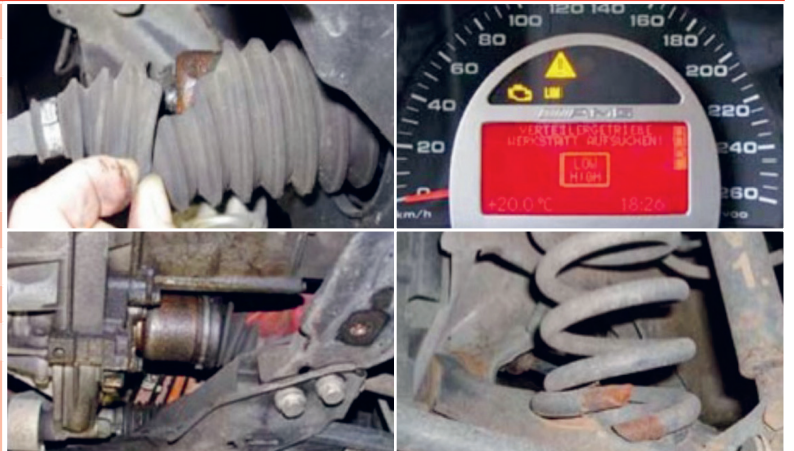
Accepted

Signs of wear that do not affect road safety
Slight oil moisture



Not accepted

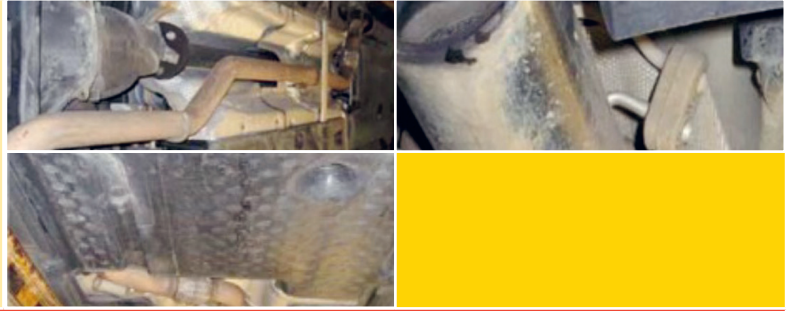
Torn drive shaft sleeves
Broken springs
Any leaks in engine, transmission and differential
Any signs of wear and tear that may be seen during a visual inspection and which affect road safety
Axle and chassis parts damaged by impacts
Leaking shock absorbers
Deformed steering links, transverse control arms, etc.
Leaking steering gears and power steering pumps
Non-definable noise in the engine, transmission, differential and powertrain



2.8 Floor assembly/exhaust system

Accepted

Normal condition according to age and mileage



Not accepted

Leaks

Rusting through

Damage due to external impacts

Damage, e.g. dented floor pan

Damage caused by incorrect jack operation

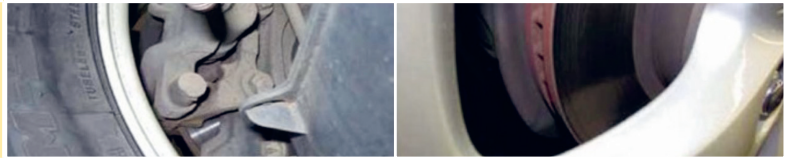
Damage to the underbody protection



2.9 Brake system

Accepted

Normal wear and tear



Not accepted

Worn-out brake linings

Worn-out brake discs

Porous brake lines

Any functional impairment



2.10 Maintenance/inspections

Accepted

Maintenance due soon



Timing belt changes due soon

Technical inspection due soon



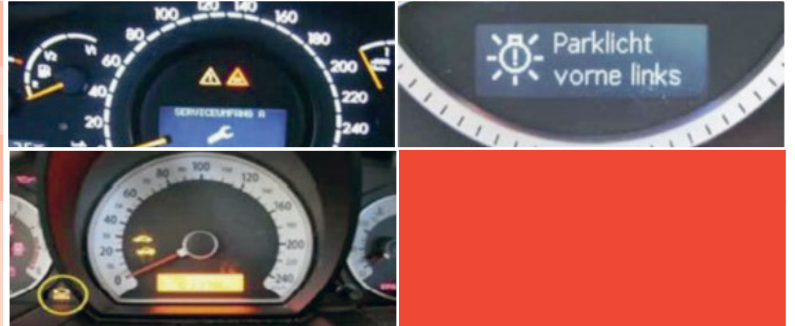
Not accepted

Maintenance overdue

Any error message of the on-board electronics

Timing belt changes overdue

Technical inspection overdue



As at: February 2026