

Process 2.5

Vehicle Agreement

Purpose of this process is the vehicle agreement between the self-employed driver and REDSW

VEHICLE AGREEMENT

(1) Roberts Express Delivery (South West)

Name:

Dated:

SUMMARY:

→ This is a flexible vehicle hire. The driver can return the vehicle during the hours of 08:00 and 18:00 to REDSW Head Office if required. It may be agreed that vehicle left at a satellite station. This is at the discretion of a RED representative.

→ All maintenance (excluding driver misuse) will be covered by REDSW. This includes servicing and tyres. Windscreen damage, tyre neglect i.e. punctures will be charged to the IC. If ad hoc maintenance is required, only if driver abuse is discovered will the IC be charged.

→ Ensure that water, oil, adblue all remain at a sufficient level.

→ Notify line manager if any dashboard lights show. This includes service notification.

→ Prodometer must be downloaded and operated throughout the hire tenure.

→ Any damage that occurs needs to be recorded on prodmeter. The line manager must be notified.

→ Deposit will be repaid as per the Pay Policy. Deposit refund amount is liable to change if damage is uncovered or fines are discovered.

IC = Relates to Independent Contractor

DA = Delivery associate

THIS AGREEMENT is dated

BETWEEN:

ROBERTS EXPRESS DELIVERY (SOUTH WEST) LIMITED a company registration number 9462770 whose principal place of business is at 7 Gannaway Lane, Tewkesbury, Gloucestershire GL20 8FD (hereinafter known as "RED") and

The independent contractor (IC),

WHEREAS

(1) REDSW hereby wishes to hire the Equipment to the independent contractor (IC), and the IC hereby wishes to accept the Equipment on hire;

(2) In consideration of the mutual covenants and agreements contained in this agreement, and for other good and valuable consideration, the receipt of which is duly acknowledged, the Parties now wish to enter into an Agreement upon the following terms:

IT IS HEREBY AGREED AS FOLLOWS:

1. Definitions and Interpretations

1.1 In this Agreement except where the context otherwise requires, the following terms shall have the following meanings;

"Breakdown"	any failure or stoppage in the proper mechanical functions of the Equipment;
"Business Day"	Sunday to Saturday weekly Maximum 6 days work permitted
"Consumable"	any battery, fuel or other power source which is required for the proper functioning of the Equipment;
"Premises"	Unit 7 Gannaway Lane, Tewkesbury GL20 8FD
"Equipment"	the motor vehicle referred to in Schedule 1,
"hire Fee(s)"	the fee(s) referred to in Clause 4
"hire Period"	the hire period referred to in Clause 2

1.2 Unless the context otherwise requires, each reference in this Agreement to:-

1.2.1 "writing", and any cognate expression, includes a reference to any communication affected by facsimile transmission or similar means;

1.2.2 a statute or a provision of a statute is a reference to that statute or provision as amended or re-enacted at the relevant time;

1.2.3 "this Agreement" is a reference to this Agreement and each of the Schedules, as amended or supplemented at the relevant time;

1.2.4 a Schedule is a schedule to this Agreement; and

1.2.5 a clause or paragraph is a reference to a Clause of this Agreement (other than the Schedules) or a paragraph of the relevant Schedule.

1.3 In this Agreement:

1.3.1 any reference to the parties includes a reference to their respective personal representatives, heirs, successors in title and permitted assignees;

1.3.2 any reference to a person includes any body corporate, unincorporated association, partnership or any other legal entity;

1.3.3 words importing the singular number include the plural and vice versa; and

1.3.4 words importing any gender include any other gender.

1.4 The headings in this Agreement are for convenience only and shall not affect its interpretation.

2. Term

The Equipment shall be provided from

2.1 The period of the hire is flexible - the IC has the option to return the equipment at any time. Likewise, REDSW have the option to recall the equipment at any given time.

2.2 Where this Agreement is terminated in accordance with Clause 11 below, the hire Period shall not be deemed to have ended until the Equipment has been returned to REDSW.

3. Delivery and Collection of the Equipment

3.1 The IC shall be responsible for the collection from REDSW Premises or a satellite site on the first day of the agreement date.

3.2 The IC shall be responsible for the immediate return of the Equipment to REDSW Premises upon the termination or expiry of the hire period.

4. Fees and Payment

The IC shall pay to REDSW the hire fees in instalments, in accordance with the payment structure specified at Schedule 2.

4.1 The instalments are to be paid without prior demand or invoice and so as to be received by the REDSW on the first Business Day of each calendar week in cleared funds.

4.2 In the event that the Equipment or any part thereof is not returned to the REDSW in accordance with this Agreement on its expiry or termination, the independent contractor shall pay to REDSW such amount as is proportionate to the hire Fee payable under this agreement, such amount to be calculated on a daily basis inclusive of any part day on which the Equipment is returned

5. Title and Risk

5.1 Title and all rights to the Equipment shall at all times be vested in the REDSW and the IC acknowledges that it has no right, title, or property in the Equipment.

5.2 Risk in the Equipment shall pass to the IC upon it leaving the physical possession or control of REDSW, and shall not revert back to REDSW until the Equipment is back in REDSW possession or control, notwithstanding the expiry of the agreed hire Period.

6. Insurance

The IC shall be responsible for arranging insurance cover, on a full replacement basis, in respect of the Equipment against the risks of loss, theft and all damage (including damage beyond economic repair). The proceeds of any claim in respect of such insurance shall be held by the IC on trust for REDSW.

Motor insurance however, is provided within the van deposit and covers any driver 25 & over.

7. Independent Contractors Undertakings

The IC agrees, during the term of this Agreement and thereafter until the Equipment is returned to REDSW, that it shall:

7.1 keep the Equipment in its possession and control on the Premises and ensure that it is secure against loss, damage and theft;

7.2 drive the Equipment in a proper, safe and prudent manner;

7.3 keep the Equipment in good working order, fair wear and tear excepted;

7.4 not to make any alteration or modification to the Equipment;

7.5 be responsible for the cost of any Consumable used in the operation of the equipment, and shall ensure that any Consumable is compatible with the Equipment and is approved by REDSW;

7.6 not hold itself out as REDSW of the Equipment, nor shall it, charge, encumber, sell, let, lease, hire or otherwise dispose of, part with, or abandon the Equipment, nor shall it permit or suffer the creation of any lien or distress over the Equipment;

7.7 not assign or transfers any of its rights or obligations under this Agreement;

7.8 ensure that any identification marks, labels or signs on or fixed to the Equipment are not removed, defaced, amended, obscured or otherwise subjected to interference, including those which identify the Equipment as belonging to REDSW;

7.9 permit REDSW, IC's, access to the Equipment and the premises on which it is held for the purpose of inspecting, repairing, servicing and replacing the Equipment;

7.10 ensure that the Equipment is returned in the same condition that it was supplied in (fair wear and tear excepted); and

8. Breakdown and Repair

8.1 In the event that the Equipment suffers a Breakdown the IC must immediately stop use of the Equipment.

- 8.2 REDSW must be immediately informed of any Equipment Breakdown.
- 8.3 The IC must not undertake or permit any repair work on the Equipment without the express written permission of REDSW.
- 8.4 Subject to any express agreement to the contrary, all repair work shall be carried out by REDSW or IC's, and shall be carried out at the earliest mutually convenient opportunity.
- 8.5 Where the Breakdown is caused by the negligence of the IC or by the misuse of the Equipment, the cost of repair or replacement of the Equipment shall be borne by the IC. The Fee shall continue to be payable by the IC during any period of stoppage.
- 8.6 Where the Breakdown is caused by fair wear and tear or by a fault in the Equipment the cost of repair shall be borne by REDSW, and full allowance for the Fee in respect of the period of stoppage shall be made to the IC, to be calculated from the day on which REDSW was notified of the Breakdown.
- 8.7 The insurance excess set by the insurance company is set at £2500 and is chargeable only to the IC if a claim is made and the vehicle or 3rd party vehicle in the case of an at fault claim that cannot be settled out of claim. The excess will be recovered on a weekly basis from the IC invoices on agreement with the IC.

9 Termination

- 9.1 REDSW may terminate this Agreement forthwith by notice in writing to the IC if:
- (a) The IC commits a breach of the terms of this Agreement; or
 - (b) The IC has any execution levied, enforced or sued against it or has a winding up petition presented against it, goes into receivership; or otherwise enters into any composition with its creditors; or
 - (c) The IC shall do or allow to be done any act or thing that may reasonably be expected to prejudice or endanger REDSW property or rights in the Equipment.
- 9.2 Subject to the provisions of Sub-clause 11.1 above, neither party shall be entitled to terminate this Agreement before the expiry of the hire Period unless agreed with the other party.
- 9.3 Either party may terminate the hire of the Equipment during the Extended Hire at any point.
- 9.4 Upon termination of this Agreement the IC shall forthwith return the Equipment to REDsw in accordance with Sub-clause 3.2 above.
- 9.5 At any time after termination of this Agreement, the REDsw shall be entitled to enter the premises to remove the Equipment, and this Sub-clause shall continue in effect notwithstanding termination of the Agreement.

10. Data Protection

10.1 All personal information that the IC may use will be collected, processed, and held in accordance with the provisions of EU Regulation 2016/679 General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018.

10.2 For complete details of the IC’s collection, processing, storage, and retention of personal data including, but not limited to, the purpose(s) for which personal data is used, the legal basis or bases for using it, details of REDSW rights and how to exercise them, and personal data sharing (where applicable), please refer to REDSW Privacy Notice available from REDSW.

11. Liability

11.4 REDSW does not hire or supply the Equipment with any representation concerning the condition, performance or quality of the Equipment of with or subject to any term, condition or warranty express or to be implied by statute, common law or otherwise and all such representations, conditions, warranties whether relating to the capacity, age, satisfactory quality, description, condition of use of the Equipment or to the suitability or fitness of the Equipment for a particular or any purpose are expressly excluded and/or waived by the IC.

11.1 In the event that REDSW is found to be liable in respect of any loss or damage to the IC’s property, it is agreed that the liability of RED shall be limited to £5,000 (Covered by REDSW).

11.2 REDSW shall not be liable for any indirect or consequential loss of profit or other economic loss suffered by the IC as a result of REDSW negligence, breach of contract, misrepresentation or otherwise,

11.3 Nothing in this Agreement shall exclude or limit the liability of REDSW for death or personal injury caused as a result of REDSW negligence, breach of contract or otherwise.

12 Indemnity

The IC shall indemnify and hold harmless REDSW against all liabilities, damages, losses, costs and other expenses in relation to any claims or actions brought against him by any third party for any injury or loss to person or property (including personal injury and death) caused by or in connection to, or arising out of the storage, transit, loading, unloading or use of the Equipment during the Hire Period or Extended hire Period.

13 Nature of the Agreement

13.1 Each party shall be entitled to perform any of the obligations undertaken by it and to exercise any rights granted to it under this Agreement through any other Member of its Group, provided that any act or omission of that other Member shall, for all the purposes of this Agreement, be deemed to be the act or omission of the party in question.

13.2 Subject to Clause 15.1 the IC may not assign, mortgage, or charge (otherwise than by floating charge) or sub-license any of its rights hereunder, or sub-contract or otherwise delegate any of its obligations hereunder.

13.3 Nothing in this Agreement shall create, or be deemed to create, a partnership, or the relationship of principal and agent, between the parties.

13.4 This Agreement contains the entire agreement between the parties with respect to its

subject matter and may not be modified except by an instrument in writing signed by the duly authorised representatives of the parties.

13.5 Each party acknowledges that, in entering into this Agreement, it does not rely on any representation, warranty or other provision except as expressly provided in this Agreement, and all conditions, warranties or other terms implied by statute or common law are excluded to the fullest extent permitted by law.

13.6 No failure or delay by either party in exercising any of its rights under this Agreement shall be deemed to be a waiver of that right, and no waiver by either party of a breach of any provision of this Agreement shall be deemed to be a waiver of any subsequent breach of the same or any other provision.

13.7 If any provision of this Agreement is held by any court or other competent authority to be invalid or unenforceable in whole or in part, this Agreement shall continue to be valid as to its other provisions and the remainder of the affected provision.

14 Force Majeure

14.1 For the purposes of this Agreement "Force Majeure" means, in relation to either party, any circumstances beyond the reasonable control of that party including, without limitation, any strike, lock-out or other form of industrial action termination, civil disturbance, war, act of terrorism, risk, fire, explosion, storms, flood, earthquake, epidemic or other natural physical disaster.

14.2 If any Force Majeure occurs in relation to either party which affects or may affect the performance of any of its obligations under this Agreement, it shall forthwith notify the other party as to the nature and extent of the circumstances in question.

14.3 Neither party shall be deemed to be in breach of this Agreement, or shall otherwise be liable to other, by reason of any delay in performance, or the non-performance, of any of its obligations under, to the extent that the delay or non-performance is due to any Force Majeure of which it has notified the other party, and the time for performance of that obligation shall be extended accordingly.

14.4 If the performance by either party of any of its obligations under this Agreement is prevented or delayed by Force Majeure for a continuous period in excess of three (3) weeks, the other party shall be entitled to terminate this Agreement by giving written notice to the party so affected.

15 Notices and Service

15.1 Any notice or other information required or authorised by this Agreement to be given by either party to the other shall be given by:

- (a) delivering it by hand;
- (b) sending it by pre-paid registered post; or
- (c) sending it by email, facsimile transmission or comparable means of communication

to the other party at the address given in Sub-clause 15.4.

15.2 Any notice or information given by post in the manner provided by Clause 15.1.2 which is not returned to the sender as undelivered shall be deemed to have been given on the third day after the envelope containing it was so posted; and proof that the envelope containing any

such notice or information was properly addressed, pre-paid, registered and posted, and that it has not been so returned to the sender, shall be sufficient evidence that the notice or information has been duly given.

15.3 Any notice or information sent by facsimile transmission or comparable means of communication shall be deemed to have been duly given on the date of transmission, provided that a confirming copy of it is sent as provided in Clause 15.1.2 to the other party at the address given in Clause 15.4 within 24 hours after transmission.

15.4 Service of any document for the purposes of any legal proceedings concerning or arising out of this Agreement shall be effected by either party by causing it to be delivered to the other party at its registered or principal office, or to such other address as may be notified to it by the other party in writing from time to time.

16 Deposit

16.1 Upon agreeing the van deposit agreement, the amount of £500 is required to be held as a deposit. This will be returned to the IC on return of the equipment without damage and all traffic violations paid.

16.2 Please note, if the equipment is returned damaged, the cost of repair will be deducted from the deposit amount, and then returned to the IC. A quotation can be provided upon request.

Applicable Law and Jurisdiction

- i. The laws of England and Wales shall apply to the whole of this Agreement.
- ii. The parties hereby agree to the non-exclusive jurisdiction of the English and Welsh Courts.

IN WITNESS WHEREOF this Agreement has been duly executed the day and year first before written

Sign	
Print	
Date	

Representative of ROBERTS EXPRESS DELIVERY SOUTH WEST LIMITED

Sign	
Print	
Date	

Schedule 1 EQUIPMENT & HIRE FEES

The Hirer shall pay to Roberts Express Delivery (South West) Limited a Hire Fee of that is subject to the hire charges (inclusive of VAT and insurance but excluding any other taxes) in full on the first working date of each week.

Van costing are.

Lease Company for Van	Type	Age	Van Insurance PW	Goods In Transit Insurance PW	Van Rental PW	Van Charge PW to Driver without GIT	Van Charge PW to Driver WITH GIT
RED, Northgate, Eastgate, Hertz	SWB	over-25	£91.28	£2.00	£113.72	£205.00	£207.00
	LWB		£91.28	£2.00	£136.72	£228.00	£230.00
Zoom	SWB	under-25	£112.00	£2.00	£108.00	£220.00	£222.00

The hirer also confirms that they have a current Goods in Transit Insurance in place and will remain in place throughout the duration of the contract of service, An Independent contractor can use the Goods in transit cover provided by REDSW, but there will be an additional £2 charge This is optional for the driver to take or not.

Goods in transit cover required and taken through REDSW at the £2 per week charge	please enter yes or no in the box below to show driver requires REDSW, GIT cover or not
Driver to confirm if they require use of REDSW goods in transit cover or not by confirming YES or NO in next box and confirming this with overall signature of vehicle agreement	

Sign	
Print	
Date	

Representative of ROBERTS EXPRESS DELIVERY SOUTH WEST LIMITED

Sign	
Print	
Date	

Schedule 2 DAMAGE & MAINTENANCE AGREEMENT

With reference to vehicle registration [REDACTED] received from Roberts Express Delivery (South West) Limited, I confirm the vehicle to be in the condition as stated on the vehicle check report. I confirm that the vehicle is fully roadworthy. I sign below to confirm this.

As the driver of the said vehicle, I accept that it is my responsibility to keep the vehicle secure at all times. I accept it is my responsibility to ensure all safety vehicle checks are done a daily basis including the lights, windscreen, tyres, indicators and lenses. All fluids must be maintained including the oil, diesel, windscreen wash and AdBlue.

I hereby confirm that I understand I am fully liable for ALL damage to this vehicle and accept it is my responsibility as the driver to return the vehicle at the end of its term or when the company requests.

The excess on the insurance is £2500, and is liable in the event of an at fault accident or vehicle damages that cannot be settled out of insurance.

Sign	
Print	
Date	

Representative of ROBERTS EXPRESS DELIVERY SOUTH WEST LIMITED

Sign	
Print	
Date	

Schedule 3 GDPR POLICY

Roberts Express Delivery (South West) Limited is a Carrier Business, which places workers on assignments across a range of different clients.

In order to place you as a worker on an assignment we need to collect and hold your personal data.

Roberts Express Delivery (South West) Limited understands that protecting the confidentiality and integrity of your Personal Data is a critical responsibility and we take it very seriously at all times.

This Privacy Statement sets out how we collect and handle your personal data, in a way that adheres to the principles of processing personal data, set out in the General Data Protection Regulations (2018).

COLLECTING YOUR PERSONAL DATA

HOW?

The majority of the Personal Data we collect from you is during direct interactions with you such as our registration process. This will require you to complete an application form at one of our branches, to provide us with your necessary Personal Data.

We may also obtain Personal Data from external sources such as:

- National Job boards e.g. Reed/Indeed
- Cookies
- When you interact with our website, we may automatically collect data about your browsing actions and patterns.
- Social media sites

WHAT?

The Personal Data we may collect includes:

- Name
- Address
- Contact telephone
- Email address
- Biometric Data
- Date of birth
- Medical Information and History
- National Insurance Number
- Bank Details
- Eligibility to work information
- Employment history
- Professional qualifications and licences
- Ethnic Origin
- Criminal record
- Job Preferences
- Marketing Preferences

WHY?

Roberts Express Delivery (South West) Limited is able to collect your personal data on the legal basis is that it is required for the purposes of pursuing a legitimate interest. This legitimate interest being finding you suitable assignments in line with the contract in place between us.

We will only use your Personal Data when the law allows us.

Roberts Express Delivery (South West) Limited may also reply on consent as the legal basis to process your Personal Data, this may be to offer you more work in the future if you have stopped working for us. In this circumstance, you are able to withdraw your consent to this processing of your Personal Data at any time.

If you wish to withdraw your consent at any time, please contact us on admin@reddelivery.com

PROCESSING YOUR PERSONAL DATA

Your Personal Data is stored locally on our secure database and is only accessible by employees of Roberts Express (South West) Delivery Limited.

Employees will use this data to process your inductions and place you into suitable work and then to process your timesheets, invoices, payroll, and to invoice Clients.

Your Personal Data will be passed onto our Clients initially in order to secure you work and then to enable you to continue working. It may also be passed onto to other third parties such as accountants, auditors, IT systems and other professional advisors.

We may also have to disclose your Personal Data to authorities or professionals for legal reasons or in the case of a dispute.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

We will not transfer your Personal Data outside the European Economic Area (EEA).

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

HOLDING YOUR PERSONAL DATA

Your Personal Data will be retained for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

To determine the appropriate retention period for Personal Data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure

of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

YOUR RIGHTS

You have the following rights concerning your Personal Data:

SUBJECT ACCESS REQUEST

You have the right to request access to your data at any time. If you request access to your personal data, this will be provided to you within one month.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights).

However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances

RIGHTS TO OBJECT TO PROCESSING

Where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms you have the right to do so.

RIGHT TO RECTIFICATION

You have the right to request the rectification of any data you believe we hold for you which is incorrect. Following receipt of such request, we will immediately rectify any errors found.

RIGHT TO ERASURE

You can request that we remove your personal data at any time. Following receipt of an erasure request, we will remove your data with a 24-hour period.

RIGHT TO REQUEST RESTRICTION OF PROCESSING

This enables you to ask us to suspend the processing of your personal data in the following scenarios:

- if you want us to establish the data's accuracy;
 - where our use of the data is unlawful, but you do not want us to erase it;
 - where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or
 - you have objected to our use of your data, but we need to verify whether we have overriding legitimate grounds to use it
- If you wish to exercise any of these rights, please contact us on admin@reddelivery.com

CONTACT

Roberts Express Delivery (South West) Limited is the data controller, and is 7 Gannaway Lane, Tewkesbury, Gloucestershire, GL20 8FD. 1

If you have any questions, or issued about this privacy statement, or how and why we process personal data, please contact us at:

Data

Protection

Officer

7 Gannaway Lane, Tewkesbury, Gloucestershire, GL20 8FD

Email: admin@reddelivery.com

Tel: 01684 296677

You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.

THIS PRIVACY STATEMENT

This statement is reviewed annually or sooner if required.

Sign	
Print	
Date	

Representative of ROBERTS EXPRESS DELIVERY SOUTH WEST LIMITED

Sign	
Print	
Date	

Process 2.6

Advance weekly rental

Purpose of this process is to inform the self-employed driver they will be charged one week's rental upfront for using a vehicle supplied by REDSW

I acknowledge and understand that I am required to pay one week's van Rental

Vehicle type	Cost
Short Wheelbase	£220
Long Wheelbase	£220
Zoom	£220

Robert Express Delivery (South West) Ltd reserve the right to reclaim any outstanding deposit amounts through invoice deductions.

The advance payment can be taken in a weekly deduction plan and will commence on and will be deducted over 15 weekly deductions

Deduction Breakdown - 14 weeks at £15 & 1 week at £10 Total Cost £220

The advance payment can be deducted in one full amount if the driver wishes Please note that once the payment is received in full, by way of full amount or weekly deductions. Once the driver then stops providing services the final weekly rental or amount thereof will not be deducted in that week's invoice. Therefore, giving the driver their final week free of rental if paid in full or at a reduced rate if money is still outstanding The repayment schedule can be modified by Roberts Express Delivery (South West) Limited at any time under their discretion & in agreement with the driver.

Sign	
Print	
Date	

Representative of ROBERTS EXPRESS DELIVERY SOUTH WEST LIMITED

Sign	
Print	
Date	

Process 2.7

Van Deposit

Purpose of this process is to enter a payment plan for the driver to pay a vehicle deposit

I acknowledge that I am receiving a van deposit valuing £500. I'm required to repay Roberts Express Delivery (South West) Limited subject to the terms below.

Robert Express Delivery (South West) Ltd reserve the right to reclaim any outstanding deposit amounts through invoice deductions.

The repayment plan will commence on [REDACTED] and will be in 15 instalments
14 weeks at £35 per week
1 week at £10
Total of £500

The repayment schedule can be modified by Roberts Express Delivery (South West) Limited at any time under their discretion and in agreement with the driver.

The full deposit or amount deducted at such time the driver ceases to provide services to REDSW will be repaid to the driver REDSW, providing the vehicle is free from damages and there are not traffic violations, (if this is the case any monies will be withheld to cover the outstanding costs incurred)

Once this has been ascertained the OSM will issue an invoice to repay to the driver

Sign	
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Date	

Representative of ROBERTS EXPRESS DELIVERY SOUTH WEST LIMITED

Sign	
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Date	