

Parts & Labour Reimbursement Request Form



EMERGENCY
ASSIST LTD

To help us process your reimbursement request as efficiently as possible please complete all sections below making special reference to 'Your Checklist' to ensure all required documentation is submitted. Failure to do so will result in a delay in processing your request.

Section 1 – Personal Details

Title: _____ First Name: _____ Surname: _____

Address: _____

Postcode: _____

Home Telephone: _____ Mobile Telephone: _____

Email Address: _____

Section 2 – Membership & Repair Details

Your Parts and Labour Membership Number: _____

Amount requested for reimbursement (£): _____

Brief description of repairs undertaken:

Section 3 – Declaration

I hereby declare that the above particulars are true and correct and I furthermore accept that if any reimbursement request is made knowing the same to be false or fraudulent it shall become void and forfeited.

Signature: _____

Print Name: _____

Date: _____

Section 4 – Your Checklist

Along with this completed form, please supply the following documentation:

We require:

- Fully paid repair/garage invoice
- Proof of most recent vehicle service

PLEASE ENSURE ALL DOCUMENTS ARE PROVIDED

Section 5 – Next Steps

Once you have completed this form, please return it along with the required documentation above, to:

Parts and Labour
Emergency Assist Limited
Exchange Square
Wisbech
Cambridgeshire
PE13 1RA

Once received we shall process your request and be in touch shortly.