**Hire Cars**

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| Recommended Supplier: Fourways Vehicle Solutions LtdIf you would like to set up a Fourways account for your branch, please complete the enquiry form below and email back to branchprocurement@unison.co.uk Once all necessary checks have taken place, Fourways will set up an account for you and provide details to include pricing and their vehicle hire agreement terms & conditions. |

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| Branch Number |  |
| Branch Name |  |
| First Line of Address |  |
| Street Name |  |
| Town / County |  |
| Post Code |  |
| Branch Email Address: |  |
| Branch Telephone Number: |  |
| Main Contact Name: |  |
| Email Address: |  |
| Mobile Number: |  |
| Accounts Contact Name: |  |
| Email Address: |  |
| Telephone Number: |  |
| Branch Notes: |  |

When hiring cars it is recommended:

* Ensure that the car is the size that you need – the larger the car the higher the hire rate will be.
* Check to see if a lower co2 emission vehicle is available, but it may not be possible due to availability
* Always check for any damage on the car and report any issues you find – take photos.
* Check the requirements for returning to avoid any additional charges, such as specific time for return and the level of fuel/electric charge.