



**LEX AUTOLEASE**

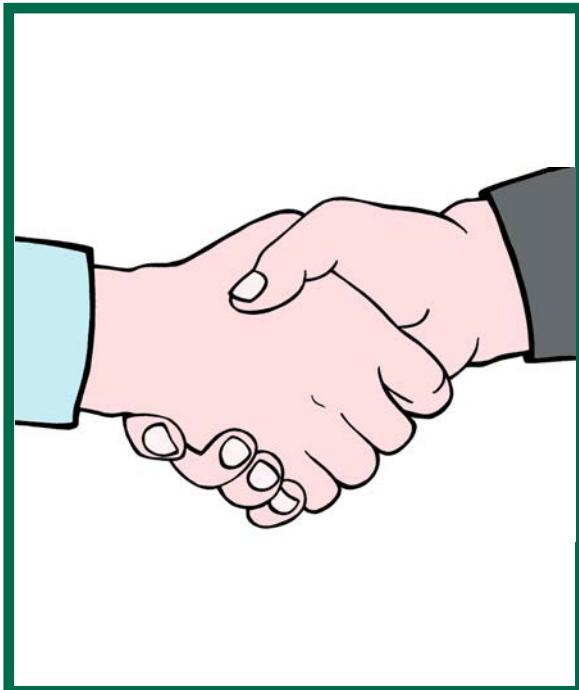
# Easy guide list of terms to help you understand your invoice

**Easy  
Read**



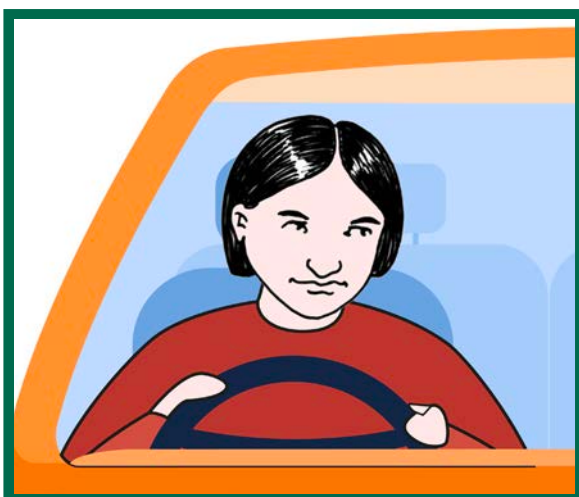


Please use this Easy Read document if you need any help with the words we have used in your invoice.



## Contract hire

An agreement where you borrow a vehicle from us for a fixed cost and amount of time. When the agreement ends, you return the vehicle to us.



## Driver

The person named in the agreement that drives the vehicle.



## Due date

The day that your vehicle payment should reach us every month.



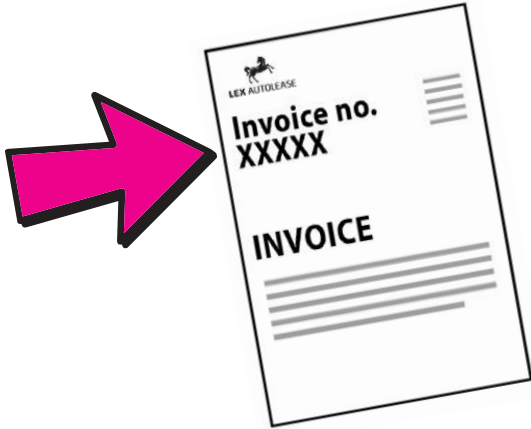
## Fleet number

Another reference we sometimes use to identify our customers. Please have this to hand when you contact us.



## Gross rental

This is the amount you need to pay each month with tax included.



## Invoice number

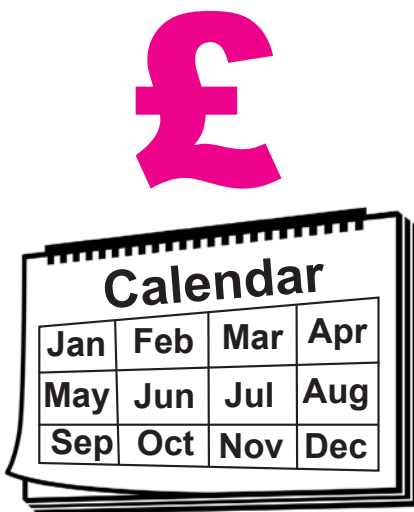
This is the number of the invoice. You can find it at the top left of the page.

Please have this to hand when you contact us.

£  
**TOTAL**

## Invoice total

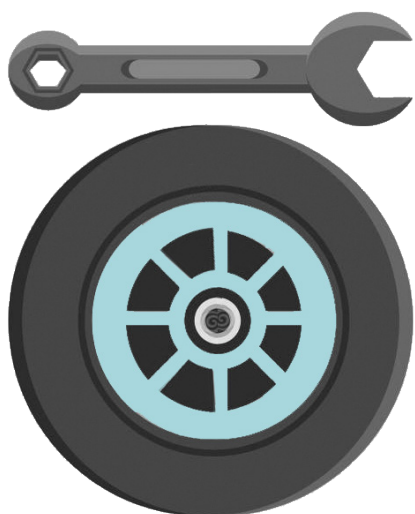
The total amount we are asking you to pay us on this invoice.



## Lease rental

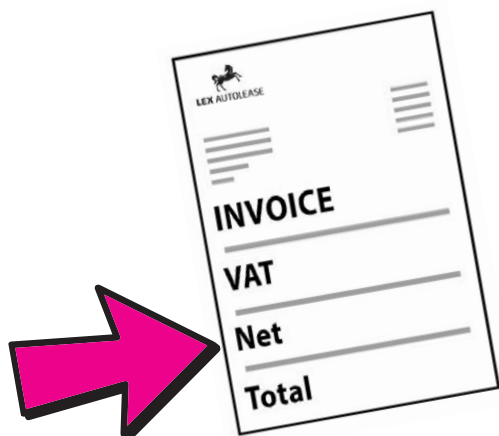
The monthly cost for renting your vehicle.

You may also have other monthly costs such as for your Service Rental.



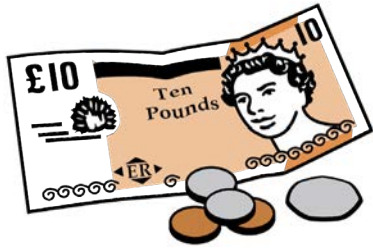
## Management

This is the monthly cost for the maintenance of your vehicle. It covers the cost of tyres and other repairs. This is only included if you ask for it at the start of your agreement.



## Net rental

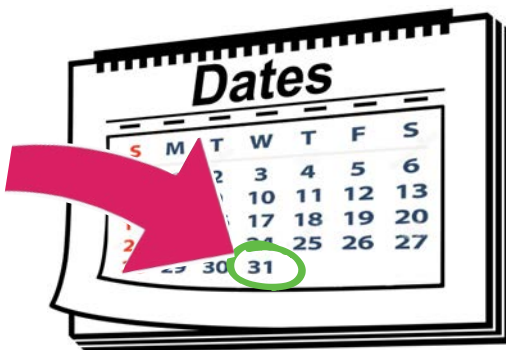
This is the rental amount you need to pay each month without tax included.



## Payment

The amount of money you need to pay us on the invoice.

If you pay by Direct Debit, this amount will be taken on the same day of every month.



## Period of hire

This means one calendar month and not the whole length of your agreement.



## PIC (point in contract)

The total number of months since your contract started.





## Service rental

This is the cost for servicing a vehicle with us.

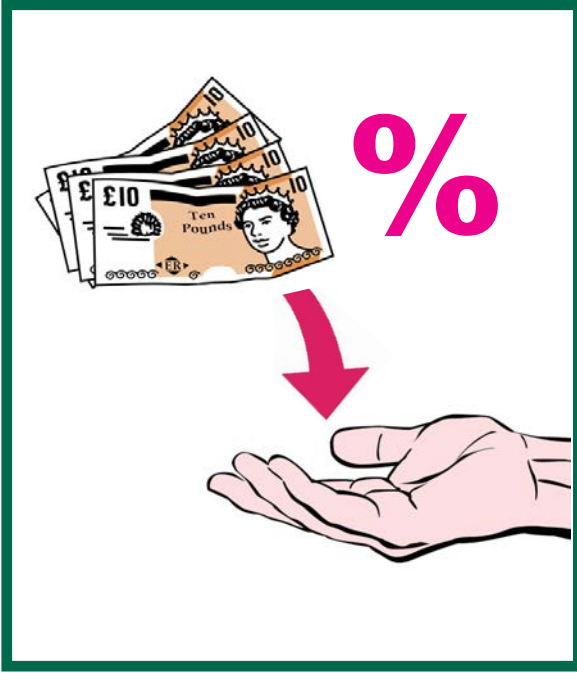
This is only included if you ask for it at the start of your agreement.



## Tax point date

The date the invoice was created.

You will need this if you are claiming any tax back.

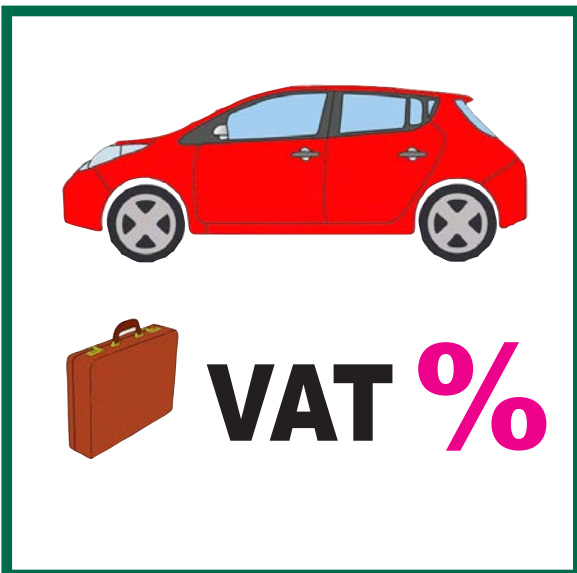


## VAT (Value Added Tax)

VAT is the amount of tax added to most of the goods and services that you buy.

This tax is passed on to the Government.

They work out how much VAT you need to pay using the rules of this tax.



## Qualifying VAT (Q)

Depending on how you use your vehicle, (privately or for work) you may not be able to claim back 50% of the VAT.





## Other VAT

This is VAT charged on other costs in your agreement. For example, a service and maintenance package.



## Total VAT

This is the total amount of VAT you have to pay.



## VAT rate

The rate of tax you are charged is set by the Government.

This is based on the percentage of your total lease amount that is taxable.



## Vehicle registration number

This is the number you see on the number plates at the front and back of the vehicle.

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This Easy Read document was designed by Royal National Institute of Blind People (RNIB)

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