



RAWLES MOTORSPORT LTD

COVID-19 VEHICLE DROP OFF & COLLECTION PROTOCOL May 2020 v2

IMPORTANT: VEHICLE DROP OFF AND COLLECTION ARE STRICTLY BY APPOINTMENT ONLY PLEASE. DO NOT ARRANGE TO VISIT IF YOU, ANY OF YOUR HOUSEHOLD OR REGULAR CONTACTS HAVE OR HAVE RECENTLY HAD ANY SYMPTOMS OF COVID-19.

DROPPING OFF

1. Please telephone shortly before or upon arrival from your car, ensuring that you have spoken with someone to confirm, so that our staff can be ready (07866 986630 first or 01420 23212 only as second option). Do not attempt to enter our workshop.
2. Drive straight into our showroom (doors will be open ready for you)
3. Leave keys in ignition and switch off car.
4. Maintain more than 2m distance from our staff at all times and depart promptly
5. All facilities inside our premises, including W.C. etc, are strictly closed.

We cannot offer transport to e.g. local train station so you will need to arrange for onward transport. Telephone number for local taxi firm Wilson Taxis: 01420 47777.

PICK UP

1. Please telephone shortly before arrival, as above. to help due to distancing guidelines.
2. We will take photos to confirm safe collection of vehicle instead of requesting signature
3. Your vehicle – cleaned and sanitised especially at all 'touch points' - will be ready for you inside the showroom with the keys and any paperwork inside.
4. Maintain more than 2m distance from our staff at all times and depart promptly
5. All facilities inside our premises, including W.C. etc, are strictly closed.

NB: If arranging a third-party delivery/collection please ensure the shipper has experience with low cars (best to avoid some flatbeds). We will not be able to assist with unloading or loading.

We thank you for your understanding and cooperation by following the above which allows us to operate in a way that protects our staff and customers.

Rawles Motorsport Ltd