

## **BUYERS GUIDE**

Thank you for choosing to purchase your new car from Church's. We want to do all we can to ensure you enjoy a positive buying experience.

Here are just a few notes set out to assist you in the run up to collecting your vehicle.

### **Your Order**

In most cases you will by now, have been given an order form setting out the price agreed, deposit received & balance left to pay. Any further preparation work, which has been agreed, should also be noted on this form. Please check these details, as we will be working from this information when getting your car ready for collection.

### **Payment**

Payment of your final balance can be made using any of the following methods;

Debit /Switch Card – No additional charge

Bank Transfer BACS or CHAPS (Cleared funds must be received before the vehicle can be released so please check with you bank on service times)

Personal Cheque – as above, cleared funds are required.

Credit Card – Most Major cards can be accepted but attract a fee of 2.5% which will be added to your balance.

Cash – Cash is not necessarily an advantage to us as a business but is acceptable for payment up to £10,000.00

Bankers Draft or Building Society cheque – This should be made payable to Church's. We do sometimes ask to verify the cheque with the issuing branch by phone. This is standard practice in many dealerships, please don't be offended!

A mixture of the above is, of course, fine with us.

### **Road Tax**

Road Tax is not included in the asking price of our vehicles. If there is already valid Road Tax on the screen when we acquire the car then you are usually welcome to keep it but this should be clarified with us to avoid confusion.

We are happy to organise road tax on your behalf but may require your insurance cover note to be sent to us in advance. Please let us know ahead of collection if you would like us to do this.

## Fuel

As you can imagine we only keep a small amount of fuel on site. Please let us know if you would like us to fill your car with fuel ahead of collection the cost of this would be passed on at collection.

## Arranging Collection

Please make an appointment to collect your vehicle. We like to be seen to be flexible but keeping as close to you appointment time as possible helps us to allocate the right amount of time to the hand over process. Saturdays are often our busiest day therefore if you have a choice of availability a weekday might allow us a bit more time.

## Warranty

Vehicles which fall outside of Manufacturers Warranty (usually 3 years or older) are sold with a standard SELECT cover three month Mechanical Breakdown Insurance with a £500.00 per claim limit via our Warranty provider Autoguard Warranties.

For further peace of mind we also offer the option to upgrade this cover and to purchase an Extended PREMIUM cover policy the following prices

Period	Level Of Cover	Limit per claim	UPGRADE COST
1 Year	PREMIUM	£1000	<b>£199.00</b>
2 Year	PREMIUM	£1000	<b>£349.00</b>

The details of the Cover provided can be found at [www.autoguardwarranties.com](http://www.autoguardwarranties.com) or at request we can forward copies to you by mail or email.

Please give due consideration to which policy best suits your needs. We feel the above offer very good value for money against other product insurance ie. electrical goods, home cover etc. that we are regularly offered.

## Part Exchange Vehicles

If you are part exchanging please bring with you V5 Log book, Service Record, Current MOT , Spare keys, Key to locking wheel nut, any other info instruction manuals etc which may prove useful. If you are experiencing any fault or difficulty with you part exchange prior to completing the transaction please do tell us as soon as poss . There are rarely any showstoppers but it does help us to know.

Finally, please do not hesitate to ask if you have any questions or require any further info.