

# Car Key Provisioning Form.

(It's paper... we'll get this online soon!)



Please complete one form for each car key you are sending for customisation.

Car Share Name																				
Country of Operation																				
Car Make																				
Car Model																				
Car Registration Plate																				

VIN Number (17)																				
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Ignition / start method (circle one)	Button	Twist Key	Be aware that cars that have twist-key ignitions <u>must have a key left inside the car for renters</u> . Hourfleet can only provide remote unlock/lock capabilities in this instance. Starting the car will require an OEM key.
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**Declaration:** I acknowledge that this customisation service is subject to the terms and conditions outlined in Hourfleet's Terms of Service, and that the key submitted for customisation is forfeit and can not be recovered for general use.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

## Shipping Instructions

1. Place each form, and the correct car key into a Ziploc-type plastic bag  
If sending multiple keys, place all keys into their own bag as noted above, and then pack one box/package
2. Send using the following options
  - a. Tracked (Track & Trace)
  - b. Signature Required
  - c. Select an appropriate level of insurance
3. On customs declaration note the value as \$NZ200, and use these words "Goods being returned to New Zealand for repair"
4. Ship to:  
**Hourfleet Operations**  
**C/- Walker Scott Ltd**  
**Level 1, 78 Victoria St**  
**Wellington 6011**  
**NEW ZEALAND**  
**Contact number: +6421468601**
5. Please email the tracking number to [support@hourfleet.com](mailto:support@hourfleet.com)