

SALE AND PURCHASE CHECKLIST

Customer:

Agreement Number:

- **HP or Lease Agreement**
- **DD Mandate**
- **Sale and Purchase Agreement**
- **Customer Invoice to Hitachi Capital (UK) PLC***
- **Supplier Invoice addressed to the customer detailing the asset details and costs as per the customers invoice to Hitachi Capital**
- **Proof of payment by the customer (in acceptable format**)**
- **Acceptance Certificate**
- **Asset Inspection form & photos (completed by HCBF employee unless credit have specified otherwise)**

* Customer invoice:

- Made out to Hitachi Capital (UK) PLC or Hitachi Capital Business Finance
- On customer letterhead with the name and address as per the document
- Invoice number & date (before start of the agreement)
- Used (year of manufacture for the asset required)
- Date of 1st registration (for all road worthy vehicles with a registration number)
- Serial/chassis number to be detailed as per the document and customers underlying invoice
- No 'Sold as Seen' on the invoice
- Deposit has been deducted off the amount due from Hitachi Capital where applicable
- Instruction of whom and how much money Hitachi are due to pay
- Bank details on the invoice or on letterhead for Hitachi to pay
- A registered VAT number should be clearly shown for when VAT is present

**Letter from the supplier on supplier's letterhead showing asset description, invoice number, value that has been paid in full, the date & signed OR clear evidence showing that the funds have been received by the supplier to the bank details shown on their invoice and that the funds were sent by the customer. The critical point is the receipt of the funds by the supplier. A screenshot showing the customer has set up the payment is insufficient.

NB: The original supplier invoice to be within 3 months of today's date.
If not, contact your account manager before sending in the deal for payout.