

# Charges Schedule

Fee Type	Amount	Description	Frequency	Charged
<b>Monthly Card Charge</b>	£1.50-£2.50*	To cover card manufacturing, distribution, ongoing maintenance and administration costs.	Monthly	Per active card issued
<b>Paper Invoice</b>	£8.99	Charge applies when a customer requests a hard copy invoice by post.	Per Invoice	Per Invoice
<b>Electronic Invoice</b>	Free			
<b>Transaction Query Fee</b>	£10.00	To cover the cost of investigating a valid transaction.	Per Transaction	Per Transaction
<b>Copy Receipt</b>	£10.00	A charge applied for retrieving a copy receipt from site.	Per Transaction	Per Transaction
<b>Non-Usage Fee</b>	£1.00	Inactive card fee applies when no transactions have taken place in a given invoicing period.	Weekly	Per Card
<b>Site Clearance Fee</b>	£10.00	In the event that a transaction requires manual clearance at the point of sale due to cardholder error, or the card not being present, then a fee will be applied to cover associated administration costs.	Per Event	Per Event
<b>Vehicle Check</b>	£2.00	App that supports and collects defect information from vehicle walk around checks	Monthly	Per registered vehicle, per account
<b>Guard Card**</b>	£1.50	Charge applied to protect account from any unlawful usage.	Monthly	Per Card
<b>Lost/Stolen/Damaged Card Replacement</b>	£10.00	Replacement card fee for existing customers in the event that the card is lost/stolen or damaged.	Per Request	Per Card
<b>Returned Direct Debit Fee</b>	£25.00 - £100.00	All customers must have a valid bank account and sufficient funds on deposit to cover invoices due. If a Direct Debit is not paid by your bank a charge will be made to cover the associated administration fees. The fee will vary based on the size of the returned payment and will also increase for repeated returns.	Per Event	Per Event
<b>Product Switch Fee</b>	£25.00	If the customer decides to change products, before the application has been complete, a product switching fee will be applied.	Per Event	Per Card
<b>Change payment terms</b>	£25.00	Administration charge applies when a customer has a change in payment terms (subject to credit approval).	Per Request	Per Account
<b>Account Service Charge</b>	% Fee	Supports the quality and development of the UK Network, products and services provided to all our valued customers.	Weekly	Per Account

\* **Card Dependant**

For any queries regarding your fuel pricing please refer to your **Weekly Invoice** or your account manager.

\*\* **Optional**

All of our prices are subject to any government taxes, duties, levies and charges at the prevailing rate that may apply from time to time