



MOTORHOME

Mechanical Breakdown & Habitation Guarantee

Your Guarantee
January 2020 Edition



Thank you for entrusting your most valued custom to Marquis, the UK's largest motorhome dealer network.

I am pleased to confirm that your motorhome has been prepared to our highest standard that includes a multi-point habitation and mechanical inspection.

Whilst Marquis sincerely hope that you will never have cause for complaint or need of assistance, for your peace of mind the enclosed guarantee is provided with qualifying pre-owned products.

Please may I ask you to take time to fully read the terms and conditions together with the servicing schedule to maintain the validity of the guarantee.

Marquis Service Centres are approved by The National Motorhome Council (The NCC) and comply with industry standard Approved Workshop Scheme (AWS). When the time is right for service or repair, please be assured that your motorhome will be in safe hands.

May I take this opportunity to wish you many years of pleasurable camping and touring holidays.

Thank you for choosing Marquis.

Alan Doherty, Group Aftercare Manager

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Understanding Your Guarantee

Mechanical Breakdown Dealer Guarantee and Habitation Cover.

Any word or expression to which a specific meaning has been attached will bear the same meaning throughout this guarantee and will appear in bold. Please refer to the definitions section of this book for the defined terms.

As **your** supplying dealer **we** have certain responsibilities under The Consumer Rights Act 2015 to deliver **your motorhome** as described, fit for purpose and of satisfactory quality. The aim of this guarantee is to cover faults that may develop after delivery of **your motorhome**.

This guarantee document contains details of the cover **you** have, what is excluded from cover and any conditions that apply. Please refer to the 'What is Not Covered', 'Excluded Motorhomes' and 'Excluded Motorhome Uses' sections of this document for a full list of exclusions.

Please read this document carefully and make sure **you** fully comply with its terms and conditions, failure to do so may lead to the guarantee becoming void. Please ensure **you** keep it in a safe place so **you** can read it again if **you** need to.

Please ensure **you** comply with the service requirements as detailed in the 'General Conditions' and the 'Caring for Your Motorhome - Servicing Record' sections of this guarantee.

This guarantee is a non-insured product, any obligation to repair **your motorhome** will be **our** sole responsibility. Should **we** cease to trade, then this product will no longer be valid.

The Guarantee Schedule

This must be kept with this guarantee document, and contains **your** details, details of the **motorhome** and the cover provided to **you** under this guarantee. Please check that the information contained in the guarantee schedule is correct.

Legal Rights

This guarantee is in addition to **your** legal rights. It does not affect and cannot exclude any of **your** statutory rights as a consumer. For more information on these statutory rights contact a local authority Trading Standards Department or Citizens Advice Bureau.

The Law Applicable to This Contract

You and **we** are free to choose the laws applicable to this guarantee. As **we** are based in the United Kingdom, **we** propose to apply the laws of England and Wales and by purchasing this guarantee **you** have agreed to do this.

This guarantee is administered on **our** behalf by A1 Guarantee Limited, 7th Floor, Eaton House, 1 Eaton Road, Coventry, CV1 2FJ.

Definitions

*Any word or expression to which a specific meaning has been attached will bear the same meaning throughout this guarantee and will appear in **bold**.*

1. **Agreed Labour Rate** means the maximum contribution **we** will make towards a repair per hour of labour time in respect of any **repair cost** or **replacement cost**.
2. **Administration Office** means A1 Guarantee Limited, 7th Floor, Eaton House, 1 Eaton Road, Coventry, CV1 2FJ. **Administration office** telephone number: 024 7652 7815.
3. **Breakdown** means the sudden and unforeseen failure of a guaranteed **component** arising from any permanent mechanical, electrical or electronic defect, causing sudden stoppage of its function, necessitating immediate repair or replacement before its normal operation can be resumed.
4. **Claim(s)** means **your claim** against **us** for repairs of **your motorhome** under this guarantee.
5. **Component/Components/Components(s)** means a mechanical, electrical or electronic part, which forms part of the **motorhome's** original specification, covered under the 'What is Covered' section of this guarantee.
6. **Customer Contribution** means the specified portion of any **claim**, of which **you** must bear the cost before **we** will pay **our** liability.
7. **Geographical Limit** means the area in which this guarantee is effective, this being Great Britain, Northern Ireland, the Channel Islands and the Isle of Man.
8. **Guarantee Period** means the length of time that the guarantee operates as stated on the guarantee schedule.
9. **Mainland Europe** means Republic of Ireland, all islands of the Mediterranean (excluding Northern Cyprus) and the following countries of **Mainland Europe**: Andorra, Austria, Belgium, Bosnia Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Finland, France, Germany, Gibraltar, Greece, Hungary, Italy, Liechtenstein, Luxembourg, Monaco, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Slovakia, Slovenia, Spain (excluding Ceuta and Melilla), Sweden and Switzerland. Cover does not apply to territories beyond **Mainland Europe**.
10. **Motorhome** means only the **motorhome** as identified on the guarantee schedule for private use, supplied by **us**.
11. **Proposal** means any signed **proposal** and declaration together with any additional information **you** may have supplied to **us** in support of **your** application for this guarantee.
12. **Repair Cost** means the cost of repair materials and labour at the **agreed labour rate** necessary to rectify the **breakdown**, in line with published Autodata/manufacturer's repair times, excluding VAT.

13. **Replacement Cost** means the cost of replacement **components** of similar make and quality as the **component** that had suffered **breakdown**, including the labour cost of fitting the new **component**, in line with part manufacturer list prices.
14. **We/Us/Our** means Marquis Motorhomes Limited.
15. **You/Your/Yourself** means the owner named in the guarantee schedule.

What is Covered

Our liability is limited to a maximum in respect of the following repairs:

Repair Cost or **Replacement Cost**: £500 per event.

Cover is restricted to the **components** specifically listed below.

Engine

Cylinder Block (excluding cracks and porosity), cylinder bores and liners (excluding cracks and porosity), crankshaft, crank bearings, big end bearings, oil pump, con-rods, gudgeon pins, small end bearings, pistons, piston rings, cylinder head (excluding cracks, porosity), rocker shaft, rockers, hydraulic lifters, camshaft and cam followers, push rods, camshaft bearings, inlet and exhaust valves, valve springs, valve guides, cylinder head gasket, inlet manifold, timing gears, timing chains, timing belt/chain tensioner, flywheel or flex plate, starter ring gear. (Excluding: overheating, de-coking, burnt, pitted and sticking valves).

Timing Belt

If the timing belt has been changed in accordance with the time/mileage requirements specified by the manufacturer (receipt required) it will be covered against mechanical **breakdown**.

Cooling

Engine thermostat, water pump, thermostat housing, viscous fan coupling, engine temperature gauge sensor, engine oil cooler, heater matrix, radiator, expansion tank.

Fuel System (Petrol)

Fuel Injected Engines: petrol injection pump, air flow meter, fuel pressure regulator, metering head, auxiliary air valve, idle speed control valve. (Excluding **breakdown** as a result of contamination or **breakdown** to meet current emission legislation).

Diesel Cover

Breakdown of the following specialist diesel **components**:

Fuel Injection pump, low pressure supply pump, fuel injection governor, fuel shut off mechanism, hydraulic or electrical injection timing mechanism, high pressure fuel metering head, cold starting device, manifold boost pressure compensator, altitude compensator where fitted.

Pump drive gear, glow plug relay, mechanical lift pump, brake vacuum pump. (Excluding: fuel lines, injectors,

glow plugs, high pressure pipes, injection timing adjustments, calibration, bench testing and emission test failures).

Engine Management

Engine Electronic Control Unit (ECU), automatic transmission governor (computer governor), anti knock sensor, MAP sensor.

Manual Gearbox

The following internal mechanical **components** are covered: gears and gear clusters, selectors and shafts, synchromesh assemblies, bushes, ball and roller bearings, needle bearings, transfer gears.

Clutch

Release thrust bearing, centre plate (oil contamination - centre plate only), pressure plate, master and slave cylinders, clutch cable including self adjusting mechanism and clutch damper.

Automatic Gearbox

The following internal mechanical **components** are covered: governor, valve block, oil pump, gears, brake bands, servos, clutches, seals, shafts, bearings and bushes, modulator valve, transfer gears.

Continuously Variable Transmission (CVT/CTX)

All internal mechanical **components** and seals.

Torque Converter

All internal mechanical **components** and seals.

Transfer Box

The following internal mechanical **components** are covered: transfer gears, selectors, shafts, transfer shafts, needle and roller bearings, output shafts, bushes.

Front Wheel Drive

Drive shafts, universal joints and couplings, constant velocity joints. (Excluding: gaiters and bushes).

Rear Wheel Drive

Drive shafts, universal joints and couplings, constant velocity joints, half shafts and bearings. (Excluding: gaiters and bushes).

Differential/s

Planetary gear assembly, crown wheel and pinion assembly. Internal shafts, bearings and bushes, thrust washers, spacers, bevel gears. Includes front, rear and centre differentials. (Excluding: viscous couplings and fluid differentials).

Propshaft/s

Propshaft, universal joints and couplings, bearings and rubber couplings. Includes front and rear transfer shafts 4X4 **motorhomes**. (Excluding: gaiters).

Wheel Bearings

Front and rear wheel bearings.

Steering and Suspension

Steering rack and pinion, power steering rack, steering box, power steering box, idler box, coil springs, power

steering pump and reservoir, wishbones and ball-joints, suspension arms and torsion bars, anti roll bars. (Excluding: gaiters, oil leaks, tracking and balancing).

Braking

Brake master cylinder and reservoir, calipers, wheel cylinders, brake bias/ restrictor valve, vacuum servo and brake vacuum pump.

Casings

Damage to casings caused by the **breakdown** of a covered **component** will constitute part of the total **claim** within the guarantee limits.

Electrical

Alternator, voltage regulator, starter motor (including pre-engaged solenoid), starter solenoid (inertia drive starters), indicator relay, front and rear windscreen wiper motor, front and rear windscreen washer motor, ignition coil, horn, electric window motors and switches, glowplug relay (diesel **motorhomes**), electric sun roof motor and switch, central locking systems (excluding remote control unit and wiring), distributor, electronic ignition module, electric radiator fan and temperature sensing switch, oil pressure sensor, indicator and wiper switches (column stalks), heater fan motor, fuel tank sender unit, electric fuel pump, speedo head and speedo transducer, heated rear screen (element **breakdown** only), door mirror motors and switches.

Working Materials

Should any authorised repair to any of the above **components** require essential replacement of or topping up of lubricants, oils or coolant or replacement of the oil filter these shall be covered as part of the total **claim** within the guarantee limits.

Turbocharger / Supercharger

The complete unit is covered providing it is of original manufacturer's equipment (including the wastegate if it is an integral part of the unit and cannot be bought separately).

Anti-Lock Brake System (ABS)

Factory fitted anti-lock braking systems are covered. (Excluding: wiring and connection faults).

Air Conditioning / Climate Control

Factory fitted air conditioning systems are covered (Excluding: pipes, unions, wiring and receiver drier).

Catalytic Converter

The factory fitted catalytic converter is covered for mechanical **breakdown** (excludes damage caused by impact, corrosion or incorrect grade or type of fuel).

Habitation Cover

Electrical

Mains hook-up connector (excluding mains cable), Electrical Control Board (ELCB), battery charger, electrical distribution unit.

Water

Water heater including burner control module, water pumps and water level gauges.

Gas supply system

Bottle clamps (manufacturer's fitted units only), flame **breakdown** devices.

Heating system

Thermostat, blower motor, switches, igniters, gas heater.

Cooker

All mechanical **components** of the manufacturer's fitted units are covered. (Excluding non standard cookers).

Fridge

Condenser, gas control valve and igniter, flame **breakdown** device, current voltage selector, electric elements, thermostats and control switches.

Cassette toilet

Flush operating mechanism. (Excluding seals).

Excluded Components

Water Ingress or Delamination.

Additional Features and Benefits

Important

Replacement **motorhome** hire, hotel accommodation, rail fare and recovery expenses will constitute part of the total **claim** and costs will be limited to the maximum limit of **our** liability, as stated on the guarantee schedule. Please make sure **you** provide receipts to support any **claim** for reimbursement of these costs incurred.

Replacement Motorhome Hire

Provided that the actual repair time for removal and replacement of the covered **components** in line with published Autodata/manufacturer's repair times, as being in excess of 8 hours, **we** will contribute up to £50 inc VAT per day as part of the overall **claim** towards the cost of hiring a replacement **motorhome**. A maximum of 7 days replacement **motorhome** hire is available with one day being allowed per 8 full hours of repair time. Delays awaiting parts or the completion of repairs is not included.

Continental Use

The guarantee has been extended to cover **Mainland Europe** and Republic of Ireland for personal trips to a maximum period of 90 consecutive days. **Claims** made (in line with the Terms & Conditions) during Continental Use will be reimbursed according to UK parts and labour costs at that time.

In the event of **breakdown** outside of the UK:

1. **You** must pay the **repairer** and **claim** reimbursement direct from **us** by sending the **administration office** a receipted **claim** invoice.
2. All other terms, conditions and exclusions of this guarantee and the general conditions and exclusions of this guarantee apply.

3. The **repair cost** or **replacement cost** will be reimbursed at the exchange rate applicable on the date **you** paid the **repairer**.

If requested by the **administration office**, copies of service invoices should be attached to the repair invoice when sent for payment.

Hotel Accomodation and Rail Fare

Should **your motorhome breakdown** away from home and leave **you** immobile, this guarantee will pay up to £100 inc. VAT toward the cost of Hotel Accommodation or Rail Fare expenses to get **you** home, (provided **breakdown** results in a valid **claim** under the terms of the guarantee).

Recovery

In the event of a **breakdown** resulting in a valid **claim** and when **your motorhome** is immobile (or if continued driving could cause danger or further damage) this guarantee will pay up to £50 inc. VAT towards the cost of recovering it to a repairing garage.

What is Not Covered

The following are excluded from cover provided under this guarantee.

1. Any **customer contribution** as detailed in the guarantee schedule, or any amount incurred outside of **our liability** under this guarantee.
2. Damage to the **motorhome** or its **components** caused by fire, theft or attempted theft, impact, any road traffic accident, accidental damage, lack of lubrication or fluids, damage caused during recovery, or by failure of mountings and fixings of any description.
3. Damage to the **motorhome** or its **components** caused by the intrusion of harmful substances, frost, overheating, or the freezing of any liquids unless antifreeze has been added in accordance with manufacturer's recommendations, or corrosion contamination, or caused by the use of incorrect fuel, or a grade of fuel or lubricant not recommended by the manufacturer of the **motorhome**.
4. Damage to the **motorhome** or its **components** of any nature arising directly or indirectly, in whole or in part, due to any misuse, act or omission which is wilful, unlawful or negligent on **your** part.
5. Damage to the **motorhome** or its **components** where the **motorhome** has been driven following the initial failure.
6. Faults in workmanship, materials or repairs paid for by **us** on **your** behalf.
7. The cost of supplying items not covered under this guarantee which are required to be replaced as part of an authorised **claim** under this guarantee.
8. Costs in excess of the equivalent UK specification **motorhome**, if **your motorhome** has been imported.

9. Any resultant losses or third party **claims**, bodily injury, road hazard, fire damage or any other losses beyond the actual scope of cover.
10. Any repairs if they could be covered by another guarantee, warranty or motoring breakdown service.
11. Any costs related to adjustments or diagnostic work.
12. Any costs incurred in excess of or outside the liability under this guarantee. It is **your** responsibility to meet any **repairer** charges in excess of, or rejected as not being **our** liability.
13. **You** are not covered for any other costs that are indirectly caused by the event which led to **your claim**, unless specifically stated as covered in this guarantee.
14. Any costs arising from depreciation in the value of the **motorhome**.
15. Any liability where the **motorhome** is found to be unfit for the purpose for which it was intended, is not as described or is not of satisfactory quality.
16. Any liability for **repair costs** or **replacement costs of components**:
 - a) Which were faulty or had suffered a **breakdown** prior to commencement of this guarantee.
 - b) Where the repair, replacement, loss, damage or liability is claimable on a more specific warranty or guarantee.
 - c) Necessitated due to inherent faulty design, manufacturing fault or following a recall by the manufacturer.
 - d) The replacement or adjustment of any parts to enable **your motorhome** to pass a Department of Transport MOT test or to meet current emission legislation if applicable.
 - e) Where the **breakdown** was caused by, or occurring to, any modification from the manufacturer's specification, any accessory or equipment not fitted and supplied with the **motorhome** at the time of manufacture, any experimental equipment whether or not supplied by the manufacturer.
17. Damage to the **motorhome** or its **components** incurred whilst your **motorhome** is outside **Mainland Europe** for more than 90 consecutive days.
18. Loss or damage to any computer or other equipment, data processing service product, microchip, micro processor, integrated circuit, embedded chip or similar device, computer software program or process or any other electrical or electronic system directly or indirectly caused by computer viruses.
19. The failure or fear of failure or inability of any equipment or any computer programme, whether or not **you** own it, to recognise or to interpret correctly or process any date as its true calendar date, or to continue to function correctly beyond that date.

20. Any Value Added Tax (VAT) where you are VAT registered.
21. Water Ingress or Delamination.
22. Any loss or damage to the **motorhome** and its **components** caused by or directly related to a Liquid Petroleum Gas (LPG) or Compressed Natural Gas (CNG) conversion.

Excluded Motorhomes

The following motorhomes and usages are excluded from cover provided under this guarantee.

Motorhomes:

- Not designed and manufactured to EU specifications.
- Modified from the manufacturer's specification.
- Which include any experimental equipment, whether or not supplied by the manufacturer.
- Owned temporarily or otherwise by a lease company or business formed for the purposes of selling or servicing **motorhomes**, motor vehicles or caravans.
- Designed to carry more than 8 people including the driver.
- Over 5000kg unladen weight.
- Specifically designed for primary sale in Northern, Southern and Central America.
- Any **motorhome** that is registered outside of the United Kingdom.
- Non-motorised caravans – where a valid Serial Number or VIN number does not exist.
- Powered by rotary engine.
- Powered solely by electricity.
- Powered by Hydrogen Fuel Cell.
- Over 20 years old at the start date of this guarantee.

Excluded Motorhome Uses

Any **motorhome** used for competition, trial (other than treasure hunts), track days, rally, racing, pace making or off road use. Any **motorhome** being used for any trade or business purpose including hire and reward and any **motorhome** being used for anything other than the sole purpose of a caravan or motorised caravan.

General Conditions

You must comply with the following conditions to have the full protection from this guarantee. If **you** do not comply with them **we** may:

- Cancel this guarantee.
- Refuse to deal with **your claim**.
- Reduce the amount of **your claim** or require **you** to contribute to a repair requested under this guarantee.

1. **You** must not continue to use the **motorhome** after any damage or incident if this could cause further damage to **your motorhome**.
2. It is **your** responsibility to understand the warning devices and gauges on **your motorhome** and ensure that they are operating correctly.
3. It is **your** responsibility to ensure that **your motorhome** is maintained in a legal and roadworthy condition at all times following the **motorhome** manufacturer's recommended service schedule for the chassis. **Components** and the converters/coachbuilders recommendations for habitation **components**, fixtures and fittings, this must include an annual habitation check carried out by a VAT registered NCC (National Motorhome Council) approved workshop, preferably the selling dealer. The only acceptable proof of servicing will be a fully detailed VAT service invoice(s).

It is therefore vital that **you** retain these documents, as they will be required in the event of a **claim**. Failure to comply with the servicing requirements will invalidate this guarantee. If **you** have any doubts regarding the servicing requirements, please ask **us**.
4. If **you**, or anyone acting on **your** behalf or with **your** knowledge or consent has used any fraudulent means, including inflating or exaggerating costs or submitting falsified documents, this guarantee shall automatically be terminated, with all benefits being forfeited and legal proceedings commenced for recovery of any damages suffered by **us**. **We** will take necessary action to recover any previous paid **claims**, there will be no refund of any premium paid and this information may be shared with other companies.
5. This guarantee is non-transferable.
6. **We** do not guarantee the mileage quoted in the schedule as being the true mileage covered by **your motorhome**. It is only intended as a guide to when servicing is due.
7. Under the Contracts (Rights of Third Parties) Act 1999, save for the rights granted to **us** under this contract, any person or company who is not a party to this contract does not have any enforceable rights under this contract by virtue of the Contracts (Rights of Third Parties) Act 1999, except those expressed by law.

Cancellation

You may cancel this guarantee at any time. If **you** received this guarantee free of charge there will be no refund.

a) Statutory Cancellation Rights - If **you** have paid for the guarantee, and **you** cancel within 30 days of the receipt of the guarantee documentation or the commencement date, whichever is later, **we** will make a full refund of the monies paid provided no **claim** has been made.

Where a **claim** has been made within the first 30 days then the value of the **claim** will be deducted from **your** refund. Should this reduce the balance to zero then no refund will be payable to **you**.

You should contact **us**, at the address **you** purchased the vehicle, to arrange the refund. After receipt of **your** instructions no further **claim** payments will be made for any incident likely to result in a valid **claim** being made, whether notified to **us** or not at the time of **us** receiving **your** instructions.

b) Cancellation Outside the Statutory Period - If **you** cancel this guarantee after the first 30 days of receipt of the guarantee documentation or the commencement date, whichever is later, there will be no refund. **You** may cancel this guarantee by sending 30 days notice in writing to **us** by recorded delivery.

c) Cancellation by **Us** - **We** may cancel this guarantee by sending 30 days notice in writing direct to **your** last known address.

How to Claim for Repairs Under Your Guarantee

You must comply with the following conditions and instructions to have the full protection of **your** guarantee. If **you** do not comply with them **we** may, at **our** option:

- Cancel the guarantee.
- Refuse to deal with **your claim**.
- Reduce the amount of the **claims** or require **you** to contribute to a repair requested under this guarantee.

All **claims** must be made as soon as reasonable and in any case no more than 30 days after **breakdown** has occurred.

First check that the **component** and the cause of **breakdown** is covered by this guarantee.

1. Prevent Further Damage

In the event of any incident, **breakdown** or operation of a warning hazard light, **you** must not use the **motorhome** further if it would cause additional damage to do so.

2. Contact the Administration Office

Before any work is undertaken **you** are required to contact the **administration office** on telephone number 024 7652 7815 for repair authorisation. Office opening times are:

Monday - Thursday 8:00am - 6:00pm

Friday 08:00am - 5:30pm

Saturday: 9:00am - 1:00pm

Excluding Bank Holidays.

Your call may be recorded for training purposes and **your** own security.

For **claims** authorisation, **you** must confirm:

- **Your** guarantee number and **motorhome** details.
- The exact mileage of **your motorhome** at the time of **breakdown**.
- The cause of **breakdown**.

- Provide a full service history of the **motorhome** (please see the General Conditions section for terms and conditions relating to servicing requirements).

If the **claim** is covered by the guarantee, the **administration office** will verbally authorise (and issue a **claims** authority number) the repair to be carried out by ourselves or for **you** to have the work carried out by an authorised **repairer** up to an agreed **claim** amount.

Diagnosis is excluded except where this forms part of a valid **claim** under this guarantee.

Authorisation of repairs will remain valid for 30 days. If no further communication is made during this period the authority will be withdrawn and the **claim** classed as void.

Should **you** decide to give permission to a non authorised **repairer** to commence work, **your claim** will not be covered as per the exclusions as set out in the 'What is Not Covered' section of this document.

3. Use of an Engineer

At notification of any **claim** we reserve the right to:

- Instruct an engineer to inspect **your motorhome** before authorising any **claim**.
- Inspect any **components** which have been removed, together with any original documentation, within one calendar month after any repair or replacement has been authorised or carried out.

When this right is exercised **we** shall have no responsibility for any loss by **you** arising from any delay.

Any decision will be withheld until the engineer's report is received.

4. Salvage

We accept no responsibility for the disposal of **your motorhome** or any **components** of it.

5. Contribution

In certain circumstances **components** which have suffered **breakdown** may be old or partly worn. If **we** replace them with **components** in a better condition than those that suffered **breakdown**, **you** may be required to pay a contribution towards the cost.

6. Payment

a) Authorised Repairs

In most circumstances there will be no need for **you** to pay for the repair as the work will have been done by ourselves.

If **we** are paying a third party **repairer** they must send **us** an itemised repair invoice stating the **claim** authority number. They will be reimbursed up to the authorised **repair cost** or **replacement cost**.

You will be liable for any costs incurred in excess of or outside of the liability of this guarantee.

Occasionally, a **repairer** will ask for payment directly from **you**. Where **you** have paid the **repairer**, and **we**/the **administration office** have authorised **your claim** in advance, **we** will arrange reimbursement to **you** up

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to the authorised **repair cost** or **replacement cost** if **you** send the **administration office** the receipted and itemised invoice.

If requested, copies of service invoices should be attached to the repair invoice when sent for payment.

Please note that **your repairer** will only be paid up to the equivalent Marquis national labour rate.

b) Unauthorised Repairs

If **you** have authorised a repair without first obtaining authorisation from **us**, **you** will need to settle their invoice and **claim** reimbursement from **us** via the **administration office**.

You must retain the **components** which have suffered **breakdown** for one calendar month to allow inspection by an independent engineer. It is **your** responsibility to ensure that these **components** are available for inspection, and **failure** to do so may invalidate **your claim**.

Subject to the above, if **you** have paid the **repairer**, and **we** confirm cover, **we** will indemnify **you** up to a reasonable repair or **replacement cost**, if **you** send **us** the following information:

- **Your** guarantee number and **motorhome** details.
- Cause of **breakdown**.
- Itemised repair invoice.
- Location of the retained **components** for inspection.
- **Your** contact and payment details for reimbursement.

Enquiries and Complaints

1 - Initial Complaint

Any complaint **you** may have regarding this guarantee should be addressed to the **administration office**. Please contact:

A1 Guarantee Limited, 7th Floor, Eaton House, 1 Eaton Road, Coventry CV1 2FJ.

Tel: 024 7652 7815.

Email: info@globalim.co.uk

When **you** make contact please provide the following information:

- **Your** name, address and postcode, telephone number and e-mail address (if **you** have one).
- **Your** guarantee and/or **claim** number, and the type of guarantee **you** hold.
- The reason for **your** complaint.

Any written correspondence should be headed 'COMPLAINT' and **you** may include copies of supporting material.

2 - Beyond Us

Should **you** remain dissatisfied following **our** final written response, **we** refer **you** to the The Motor Ombudsman. Their role is to ensure that **we** are acting responsibly

and fulfilling **our** obligations under the Vehicle Warranty Products Code.

They will be able to provide **you** with appropriate information and can investigate into **your** complaint.

For further information or to submit a complaint:

Telephone the Motor Ombudsman on 0345 241 3008

Visit their website at www.themotorombudsman.org

Write to: The Motor Ombudsman, 71 Great Peter Street, London, SW1P 2BN.

Data Protection

Details of **you**, and the cover provided under this guarantee, will be held by **us** (acting as data controllers) for administration, providing repairs, complaints handling, sanctions checking and fraud prevention, subject to the provisions of applicable data protection law.

We collect and process **your** details as necessary for performance of **our** contract with **you** or complying with **our** legal obligations, or otherwise in **our** legitimate interests in managing **our** business and providing **our** products and services.

These activities may include:

- use of Personal Information, in order to provide the services described in this guarantee, by using **our** services, **you** consent to **us** using such information for these purposes,
- disclosure of information about **you** and **your** cover to companies within the Marquis Group of companies, to **our** service providers and agents in order to administer and service **your** guarantee, for fraud prevention, to collect payments, and otherwise as required or permitted by applicable law;
- monitoring and/or recording of **your** telephone calls in relation to cover for the purposes of record-keeping, training and quality control;
- technical studies to analyse repairs and failures, support subscription process and consolidate financial reporting (incl. regulatory); detailed analysis on services provided/calls to better monitor providers and operations; analysis of customer satisfaction and construction of customer segments to better adapt products to market needs;
- sending **you** feedback requests or surveys relating to **our** services, and other customer care communications.

We will separately seek **your** consent before using or disclosing **your** personal data to another party for the purpose of contacting **you** about other products or services (direct marketing). Marketing activities may include matching **your** data with information from public sources, for example government records of when **your** MOT is due, in order to send **you** relevant communications. **You** may withdraw **your** consent to marketing at any time, or opt-out of feedback requests, by contacting the Data Protection Officer (see contact details below).

We may carry out these activities within the UK and the European Economic Area (the European Union plus Norway, Liechtenstein and Iceland) and Switzerland, across which the data protection laws provide a similar level of protection.

By being provided with this guarantee and using **our** services, **you** acknowledge that **we** may use **your** personal data, as described above. If **you** provide **us** with details of other individuals, **you** agree to inform them of **our** use of their data.

You are entitled on request to a copy of the information **we** hold about **you**, and **you** have other rights in relation to how **we** use **your** data. Please let **us** know if **you** think any information **we** hold about **you** is inaccurate, so that **we** can correct it.

If **you** want to know what information is held about **you** by **us**, or have other requests or concerns relating to **our** use of **your** data, please write to **us** at:

Data Protection Officer,
Marquis Limited,
Eastbourne Road,
Golden Cross,
East Sussex,
BN27 4AN

Email: dps@marquisleisure.co.uk

Our full privacy notice is available at:

www.marquisleisure.co.uk/privacy

Alternatively, a hard copy is available from **us** on request.

Caring for Your Motorhome - Service Record

Where the original service book is not available, any service undertaken may be recorded in the section below. You must retain all service invoices as these may be required for validation purposes. If you have any doubts regarding the servicing requirements, please ask us.

Service - Habitation

Dealer Stamp:	Date:
	Mileage:
	Your next service is due on:
	Date:
	Mileage:
	(Whichever is sooner)

Service - Mechanical

Dealer Stamp:	Date:
	Mileage:
	Your next service is due on:
	Date:
	Mileage:
	(Whichever is sooner)

Service - Habitation

Dealer Stamp:	Date:
	Mileage:
	Your next service is due on:
	Date:
	Mileage:
	(Whichever is sooner)

Service - Mechanical

Dealer Stamp:	Date:
	Mileage:
	Your next service is due on:
	Date:
	Mileage:
	(Whichever is sooner)