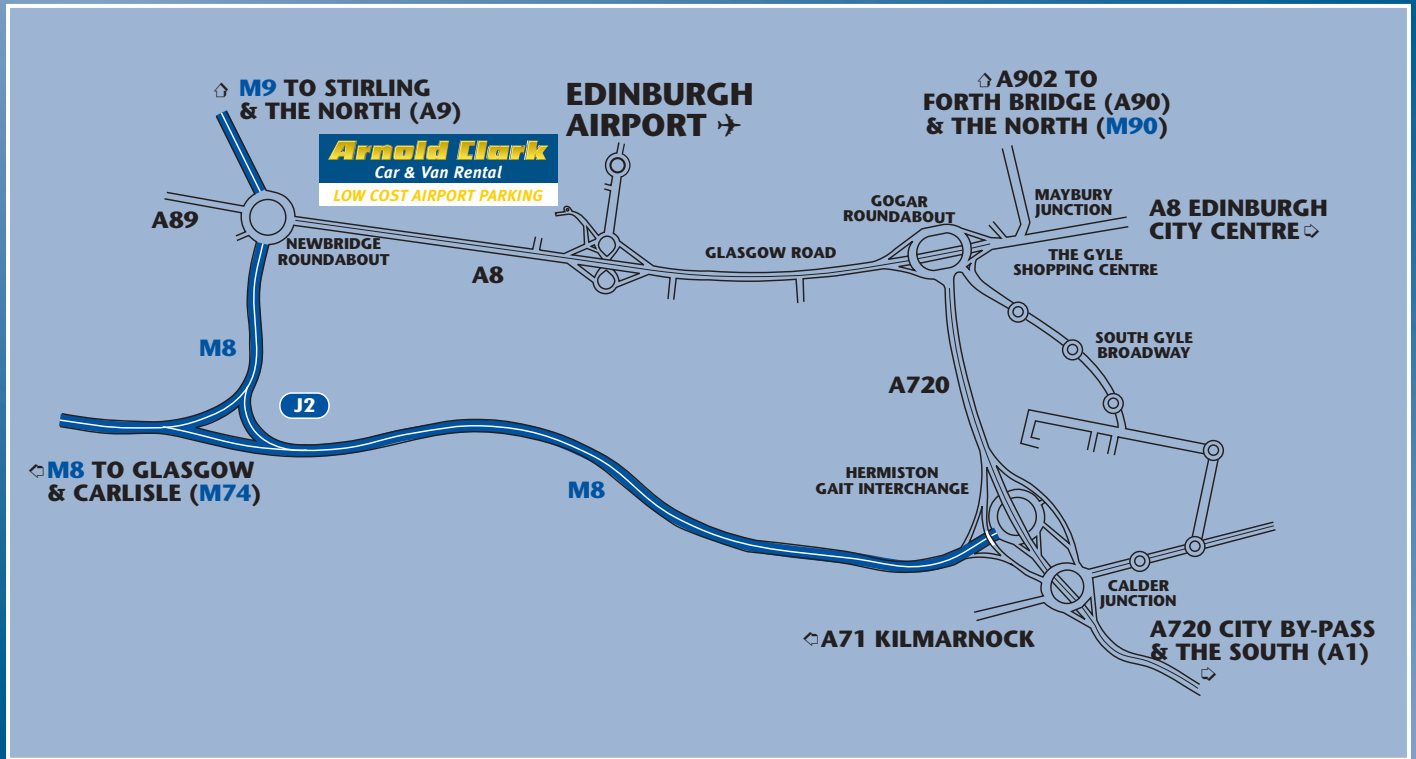


# Arnold Clark

## Car & Van Rental



## EDINBURGH AIRPORT

### PICK UP & DROP OFF PROCEDURES

During Office Hours\*

#### ARRIVALS

On arrival at Edinburgh Airport, collect baggage and proceed to the 'UK Arrivals baggage reclaim' area. You will see a sign directing you to 'Off\_Airport Car Rental' - this is where you will find our courtesy telephone. Dial #6312 from the telephone as instructed. Once your call is connected please provide the rental operator with your name. You will be informed of the shuttle bus collection location (usual pick-up point is Bus Stop number 14 - located just outside the terminal building). Please ensure you have called the branch prior to going to the bus stop. Please note the transfer to the rental branch will take approximately 3 minutes.

#### DEPARTURES

During office hours rental vehicles must be returned to our branch in Eastfield Road, Edinburgh Airport (please refer to map). Upon return to the branch your vehicle will be 'checked-in' prior to your transfer to Edinburgh Airport in our shuttle bus. Please allow at least 20 minutes for your vehicle check-in and airport transfer. \* Shuttle bus service is chargeable. Please contact branch for details.

### ARRIVALS & DEPARTURES

Outwith Office Hours\*\*

#### ARRIVALS

- We provide an airport out of hours delivery service, with prior notice, please contact us for details.

#### DEPARTURES

- If you are departing outwith office hours your rental vehicle must be returned to 'Low Cost Airport Parking' - situated first left after the roundabout as you enter Edinburgh Airport slip road (please refer to map on reverse).
- Rental vehicle keys should be left with a member of staff at 'Low Cost Airport Parking' reception.
- 'Low Cost Airport Parking' will provide a courtesy bus to Edinburgh Airport - you will be transferred to the airport immediately - please note this journey will take approximately 3 minutes.

\*\* Please note these services are chargeable and subject to availability. Contact branch for further details.

**EDINBURGH** EASTFIELD ROAD  **0131 333 0124**

Please remember to bring your full driving licence (card & paper part if applicable), credit card, passport (if applicable) or proof of address with you when renting a vehicle. REF 73559