To hire a vehicle for University business purposes please see the below information.

**Day’s Rental – Booking Information**

**Framework Information:**

The attached information has been agreed by both the University\* and NPS, this will be valid until the framework expires. Please see the relevant dates below:

 Framework: NPS-FT-0110-21

 Start Date: 01/09/2021

 End Date: 31/08/2025

\*The university procurement team is content that this agreement is WEFO compliant.

**Booking Instructions:**

To make a booking please contact the Day’s Rental central reservation team via the following contact details:

 Email address: hire@daysrental.co.uk

 Phone number: 0800 389 76 26

 AU Account Number: A7007

Once you have received a quote for your hire booking, please then raise a requisition within your department to be approved. When you have the appropriate PO number for this booking, confirm the details with Day’s for the University to be invoiced correctly.

For any vehicle hire over two weeks, you must notify the Travel and Fleet section as they will need to be added to the University records for compliance and insurance purposes.

**Further Information:**

If you require any further information regarding hiring vehicles for University business, framework pricing or have an issue with our contracted supplier, please contact the Travel and Fleet section via the details below:

 Email address: travel@aber.ac.uk

Phone number: 01970 621 623

**Day’s Rental Contact Information:**

Please see below the key contacts in regard to our contract with Day’s Rental:

**Booking/Reservation Queries: Contract/Issue queries:**

Central Reservation Team Account/Area Manager

Phone: 0800 389 76 26 Phone: 01743 441 218

Email: hire@daysrental.co.uk Email: tonyguy@daysrental.co.uk