




## Agreement processing - Additional Drivers

---

You can add an additional driver to an agreement when you FIRST open that agreement.

To add an extra driver click on the walking man icon  'Add an additional driver to this agreement button'. You will be asked 'Do you want to add an additional driver?' click Yes. You will then have to fill in details for the additional driver, just as you did for the main driver on the agreement.

Once the agreement has been accepted and printed off you have set the Terms of that agreement so no new drivers can be added.

If the customer requests another driver during the rental, book the agreement back in (charge for the days used so far, or charge £0 if it is the first day) and do a new agreement with all drivers.