

Charges	Fixed or variable	Total charge	Allocation of charge proceeds		
			HiyaCar	Sharer	Driver
Administration Charge	Fixed	£20	£20	-	-
Cancellation Administration Charge	Fixed	Varies (see cancellation and compensation policy)	Varies	Varies-	Varies
Cleaning Fee	Variable	Varies (up to max. £50)	-	All	-
Key Replacement Administration Charge	Fixed	£35	£10	£25	-
Key Replacement Charge	Variable	Varies (to reflect actual cost of replacement keys)	-	All	-
Locksmith Charge	Variable	Varies (up to a max £300 call-out charge) plus the costs of repair (if any) of any damage caused by the locksmith in the course of carrying out any necessary work)	-	All	-
Lateness Fee	Variable	Varies (See Lateness Policy)	Varies	Varies	-

Sharer Administration Charge	Fixed	£25	£25	-	-
Sharer cancellation fee	Variable	Varies (See Sharer cancellation)	Varies	-	Varies
Sharer no-show fee	Variable	Varies (see Beginning of booking)	£25		All, minus £25
Penalty Notice Administration Charge	Fixed	£50 (only if HiyaCar have to get involved)	£50	-	-
Refuelling Charge	Variable	Varies (up to max £25)	-	All	-
Excess Mileage Fee	Variable	Varies (£0.20 per excess mile driven, see details in clause 7.m)	30% of fee	70% of fee	
Booking Fee	Fixed	£3 paid by Driver	£3		

Cancellation charges are calculated as set out in the **Cancellation and Compensation Policy**