

## Information Notice

### About the fees that we charge for our services

We are Marshall Management Services Ltd trading as Gateway2lease and our registered office is :-

Carleton House,  
266-268 Stratford Road,  
Solihull, West Midlands,  
B90 3AD

Our head office address is :-

Unit 3, Ryelands Business Centre,  
Rylands Lane, Elmley Lovett,  
Droitwich, Worcestershire,  
WR9 0PT

We are authorised and regulated by the Financial Conduct Authority. Registered No : 667174.

We are a credit broker of vehicle finance, we are not a funder or lender.

#### Our Administration Fee

We charge an administration fee of £150.00 + VAT / £180.00 including VAT for our Brokering Services.

This fee is payable to us directly and it will be invoiced to you at the point of order, payment will be required within seven calendar days from the date of the invoice. You can make a payment by BACS or Faster Payments, or by cheque.

#### Our Cancellation Fee

We will charge a cancellation fee as set out in our Terms and Conditions of £300.00 + VAT / £360.00 including VAT for services already provided up to the point of cancellation.

In the event that you choose to cancel provision of our service, we will send you an invoice for the cancellation fee, payment will be required within seven calendar days from the date of the invoice. You can make a payment by BACS or Faster Payments, or by cheque.

As part of our regulation requirements and our order process we require confirmation that you understand and acknowledge the above and that you are happy to proceed with your order. If you have already ordered then this is copy of the accepted document for your records.