

Edinburgh Airport

Pick-up and drop-off procedures

During office hours

Arrivals

On arrival at Edinburgh Airport, collect baggage and proceed to the UK Arrivals area where you will find our courtesy phone situated on the wall to the right hand side of the exit door. Dial the phone number listed on the wall. Once your call is connected please provide the rental operator with your name. Alternatively you can call us on **0131 333 0347** (this number should be used for airport collection only).

The shuttle bus collection point is bus stance 1 in the Coach Park.

Please see the map on page two for details.

Departures

During office hours, rental vehicles should be returned to our branch in Eastfield Road, Edinburgh Airport. 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.

Outside of office hours*

Arrivals

With prior notice we can provide an airport out-of-hours vehicle delivery service. If you have previously arranged an out-of-hours meet and greet an Arnold Clark staff member will be waiting for you in the Arrivals Hall. Please contact us on **0131 333 0124** to arrange this.*

Departures

With prior notice we can provide an airport out-of-hours vehicle drop-off service. Please contact us on **0131 333 0124** to arrange this.*

- If you are departing outside of office hours your rental vehicle should be returned to the PremiAir car park next door to the rental office.
- Rental vehicle keys **MUST** be left with a member of staff at the PremiAir car park reception
- The PremiAir car park will provide a courtesy bus to Edinburgh Airport - you will be transferred to the airport immediately. This journey will take approximately three minutes.*

*Please note: this service is chargeable

 **Eastfield Road**
Edinburgh EH28 8LS
+44 (0)131 333 0124

 **Opening times:**

Mon-Fri	07:30 - 20:00
Sat	07:30 - 18:00
Sun	08:30 - 18:00

Opening hours subject to change on bank holidays.

Remember to bring your driving licence, credit card, passport (if applicable) or proof of address with you when renting a vehicle. All UK drivers must also bring their access code from the DVLA.



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Shuttle bus collection point

To find the collection point from the terminal exit, walk along the glass covered walkway and use pedestrian crossing to reach the bus stances opposite the tram terminal. The transfer to the rental branch will take approximately five minutes. **We are not in the car rental village.**

