



Purchase Orders & Budgets

Purchase Orders & Budgets:

1. Do you require purchase orders? Yes No

2. Do you plan a disposal date for each vehicle? Yes No

If your vehicle disposals are planned, please let us know so that we accommodate your goals. We take the view that vehicles within 6 months of their disposal date are no longer considered long-life assets and will be treated as such.

3. If you answered "YES" to question one, please complete the following section. (we have listed the most common our clients use purchase orders...please choose the style(s) that you use or describe your own method on line "3H"

You may choose one or more than one...choose all that apply.

A. Preventive Maintenance work may be performed without a Purchase Order.

B. Repair work may be performed without a Purchase Order.

C. Work may be performed without a purchase order up to a maximum of \$ () .00
(please insert dollar amount greater than \$500.00)

D. Blanket Purchase Order(s) will be issued.
eg: "Truck # 12 is authorized to receive \$4,000 in repairs and maintenance for the calendar year 2008"
(do you need blanket purchase orders? We can supply them [free!] as a courtesy! Just holler...)

If you require individual purchase orders for repair work, please choose ONE of the following:
Be careful!

Learn about your options before choosing. You can read a description of each option on the backside of this form. Options E & F STOP ALL WORK at certain points and may add significant delays to every job.

E. Purchase Orders are required BEFORE DIAGNOSIS is performed. ¹

F. Purchase orders are required BEFORE REPAIRS are performed. ²

G. Purchase Orders are required BEFORE WORK IS INVOICED. ³

H. We use a different system (please describe):

Please place your initials in each box to denote your choice(s).

When complete, please fax pages 1 & 2 to 732-560-9405

Questions? Call us at 732-560-9401

Facility located at:
8W Chimney Rock Road
Bound Brook, NJ 08805

Please send correspondence to:
PO Box 304
Hampton, NJ 08827

Contact us at:
732-560-9401 Office
732-560-9405 Fax



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Description of options 3E & 3F from front side.

3E “Purchase Orders required before diagnosis is performed”

(may add significant delay(s) to the job.)

This means we will NOT touch the vehicle until a purchase order has been received, by us, authorizing us to begin work on the vehicle. If, in the course of diagnosis and /or repairs, the purchase order limit is exhausted, work ceases and will not begin again until another purchase order is issued. Enough time will be left on the PO for reassembly should repairs be opted out of. If you require purchase orders before a diagnosis is performed, you may find issuing a BLANKET PO* to allow us to open the hood and begin basic diagnostics will speed work along.

3F “Purchase Orders required before repairs are performed”

(may add delay(s) to the job.)

This means we will perform basic diagnostics *without* prior approval (but no more than 5 hours). If the cause of a failure can **NOT** be established within 5 hours (this is rare), we will cease further diagnostics and discuss further options with your fleet manager. If, within the 5 hours, we diagnose the cause of a failure, we will then finish our diagnosis and prepare a guesstimate for the actual repair. If the repairs are “trivial” enough to be included in the 5 hour limit, we will go ahead and make the repairs.

3G “Purchase Orders required before work is invoiced”

(adds NO additional time.)

This is the most common form of purchase order system: used for tracking purposes without constraints of time.

The undersigned certifies that he/she is authorized to complete this document on behalf of the company listed below. The undersigned acknowledges that Fleet Guardian, LLC will be using the information set forth on this document as a basis to determine the course of each job.

Once this this form is completed, any required changes must be made in writing.

Legal Name of Company

Print name

Signature

Title

Date

When complete, please fax pages 1 & 2 to 732-560-9405

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