

PINMARXTM

Fleets | Lift Trucks | Equipment | Machinery

PINMARX CORPORATION

DEALER APPLICATION FORM



FLEETS



LIFT TRUCKS



EQUIPMENT



MACHINERY

Pinmarx Corporation | P.O. Box 4235, Wilsonville, OR 97070 | 1.877.778.0040 | www.pinmarx.com

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DEALER INFORMATION SHEET

Company Name: _____

Type of Organization: Corporation _____ Individual _____ Proprietorship _____ Other _____

Fed Tax ID Number: _____ D&B Number: _____

Physical Address: _____ Suite #: _____

City, State, Zip: _____

Phone: _____ Ext: _____ Website: _____

Fax: _____ Attention: _____

Mailing Address: _____

City, State, Zip: _____

Contact Name: _____ Title: _____ Cell Phone: _____

Material Handling Equipment

As a preferred dealer for MHE, what services can you provide? Service offered (y / n)

Repair Service _____ PMs _____ Rental Equip _____ Parts _____ Other? _____

Primary brands of MHE that you service? _____

of full-time MHE mechanics/technicians on staff: _____ # of service vans: _____

Hourly labor rate for MHE: standard rate: _____ nights, weekends rate: _____

PM labor rate on MHE: _____ Approx total PM cost for MHE unit: _____

What brands of new units do you sell? _____

Fleet Vehicles and Related Equipment

As a preferred dealer for fleet vehicles, what services can you provide? Service offered (y / n)

Repair Service _____ PMs _____ Rental Equip _____ Parts _____ Other? _____

Primary brands of units that you service? _____

of full-time mechanics/technicians on staff: _____ # of mobile vans: _____

Hourly labor rate for units: standard rate: _____ nights, weekends rate: _____

PM labor rate on units: _____ Approximate total PM cost for any unit: _____

What brands of new units do you sell? _____

Machinery & Equipment

As a preferred dealer for equipment or machinery, what services can you provide? Service offered (y / n)

Repair Service _____ PMs _____ Rental Equip _____ Parts _____ Other? _____

Primary brands of units that you service? _____

of full-time mechanics/technicians on staff: _____ # of service vans: _____

Hourly labor rate for units: standard rate: _____

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DEALER INFORMATION FORM EXHIBIT-A

Miscellaneous Charges

Please state if you charge for any of these activities, and please give details if you do charge.

Charge	Y/N	Explain in detail
Service Call		
Travel/Mileage		
Fuel Surcharge		
Hauling/Transport		
Freight		
Parts Discard Fees		
Environmental Fees		
Miscellaneous Charges		
Any other charges		(please explain)

For parts pricing, what discount % off list will you apply to customer? _____

Do you use aftermarket parts sources? If yes, who: _____

Are you opposed to using parts supplied by any customer? _____

Contract, Training, and Insurance Requirements

Please review the attached contract language and insurance requirements. Confirm your ability to meet these requirements.

General Liability - \$1 million per occurrence, \$2 million aggregate	Y/N	Comments
Auto - \$1million per occurrence		
Worker's Comp - Employer's Liability - \$500k		
Pollution legal Liability - \$1 million per occurrence		
Other contractual requirements and training abilities		

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FLEETS | LIFT TRUCKS | EQUIPMENT | MACHINERY

DEALER INFORMATION FORM EXHIBIT-A

Service Department Details:

SD Contact Name: _____

SD Title: _____

SD Contact Phone #: _____ Ext: _____

SD Contact Fax #: _____

SD Contact Email: _____

PM Contact Name: _____

PM Title: _____

PM Contact Phone #: _____ Ext: _____

PM Contact Fax #: _____

PM Contact Email: _____

Rental Department Details:

Rental Contact Name: _____

Rental Title: _____

Rental Contact Phone #: _____ Ext: _____

Rental Contact Fax #: _____

Rental Contact Email: _____

Parts Department Details:

Parts Contact Name: _____

Parts Title: _____

Parts Contact Phone #: _____ Ext: _____

Parts Contact Fax #: _____

Parts Contact Email: _____

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FLEETS | LIFT TRUCKS | EQUIPMENT | MACHINERY

DEALER INFORMATION FORM EXHIBIT-A

EMAIL ADDRESSES ARE REQUIRED

Dispatch Department Details:

Dispatch Contact Name: _____

Dispatch Contact Phone #: _____ Ext: _____

Dispatch Contact Fax #: _____

Dispatch Contact Email: _____

Accounts Receivable Details:

A/R Contact Name: _____

A/R Contact Phone #: _____ Ext: _____

A/R Contact Fax #: _____

A/R Contact Email: _____

===== This form was completed and submitted by =====

Printed Name _____ Date _____

Thank you for completing this form. If you have any questions, please contact Pinmarx immediately.

Attn: Pinmarx Account Manager

Phone 877-778-0040

Fax 503-638-6413

Email dealers@pinmarx.com

Fax form to 503-638-6413 or email to: dealers@pinmarx.com

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DEALER QUESTIONNAIRE EXHIBIT-B

SPECIAL TERMS AND CONDITIONS CUSTOMER PRICING AND FEES

Dealers must complete and return this form upon request. The information contained in the following forms may become part of any contract with company. Dealers are encouraged to submit proposals for maintenance and repair for all classes of fleet vehicles, forklifts, equipment & machinery. In addition, dealers may explain their entries and, where appropriate, offer alternatives, especially if they contribute to our mutual customers' goal of being efficient and competitive. Explanations and alternatives may be included as a part of each question. Or, as an option, attach them to this section, with appropriate paragraph reference numbers, (such as section D 3.1).

D1. Dealer Information

Dealer Business Name: _____

Principal Business Address: _____

Phone: _____ Fax Phone: _____ E-mail: _____

Dealer is a: [] corporation [] partnership [] individual

Federal TAX I.D. number or other identifying number and issuing authority: _____

Name and title of any person duly authorized to represent the dealer, including the negotiation and execution of any contract or agreement: _____

Regular working hours: _____ a.m. to _____ p.m. on _____ through _____ (days of the week)
and, if applicable: _____ a.m. to _____ p.m. on _____

Business licenses and certificates from governmental agencies:

Specialized tools or equipment that may be used in maintaining and repairing customer units:

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FLEETS | LIFT TRUCKS | EQUIPMENT | MACHINERY

DEALER QUESTIONNAIRE EXHIBIT-B

Any outside firms or specialty vendors that normally perform work for your organization on a sublet or subcontract basis:

Name & telephone number of firm/vendor

Type of work generally performed by firm/vendor

D2. Proposed types of units to be maintained and repaired

List below the classes of customer units from a typical customer for which you are submitting a proposal, for example: 011 - Chevrolet - Minivan.

Class	Make	Unit description	Class	Make	Unit description
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

D3. Rates, Fixed Prices and Services

Company is interested in quotes and invoices that reflect a combination of time, material rates, and fixed prices. Except as provided in the example, the rates and fixed prices shall apply for each year of the customer agreement unless other changes are agreed upon in the "Rate Confirmation Sheet". Should company elect to extend the agreement with customer for any length of time, labor rate adjustments may be made, as mutually agreed upon, but in no instance shall the adjustments be more than the change in the consumer price index, or another mutually agreeable index, at the end of the first term or any subsequent term of the agreement noted in the "Master Fleet Services Agreement" or the "Customer Profile Sheet". Any price for parts shall be adjusted only upon receipt of appropriate documentation from the suppliers or parts distributors.

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FLEETS | LIFT TRUCKS | EQUIPMENT | MACHINERY

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D3.1 **Labor:** The following labor rates include all direct labor, burdens, profit and other costs related to the labor portion of the services to be provided. If appropriate, specify more than one rate and state the conditions under which each rate is applicable.

\$ _____

\$ _____

Note: Following the execution of an agreement, dealer shall be required to provide company with OEM labor standards for the work performed, in electronic format, (or on paper, if electronic formats are not available).

D3.2 **Parts:** Dealers percentage charge for parts, including transportation and profit, shall not exceed:

_____ percent (%).

D3. 2.1 Manufacturer's published suggested list prices less discount as evidenced by actual invoices. The discount will be:

_____ percent (%).

D3. 2.2 Dealer charges for parts where there is no published manufacturer's suggested retail price such as aftermarket or custom parts & shall not exceed total dealers cost, plus a markup as evidenced by the actual invoice. The markup will be:

_____ percent (%).

Note: Following execution of an agreement signed by dealer and company, vendors may be required to provide company or our customers with the applicable manufacturer's price lists for parts, in electronic format, on paper, or from an online source with electronic formats provided by a 3rd party source.

D3.3 **Sublet Work.** Work that will be sublet by your dealership will be governed by the work order provisions of Paragraph D 4.2. In addition, dealers mark-up over the total sublet invoice (a copy of which you will provide to customer & company) will not exceed : _____ percent (%).

PINMARX CORPORATION

FLEETS | LIFT TRUCKS | EQUIPMENT | MACHINERY

DEALER QUESTIONNAIRE EXHIBIT-B

The total labor and OEM parts cost below is for:
2008 Ford Ranger, 4.0 liter 4X4

	Service	Price	Typical Service Time
1	Replace serpentine belt	\$	
2	Replace alternator	\$	
3	Two wheel brake job: Replace pads and turn rotors	\$	
4	Replace left rear brake light bulb	\$	
5	Replace left front head light bulb	\$	
6	Replace spark plug wires	\$	
7	Replace windshield	\$	

D3.6 Other Services. Our company would like our dealers to employ various techniques to minimize unit downtime and to reduce total maintenance and repair costs. Enter the check marks below, to indicate whether you will provide these services during regular working hours except for those services identified in item 12 in the table below. If needed, qualify your response below or attach comments, following paragraph D 3.9.

	Service	Yes	No
1	Perform "A Level" preventive maintenance on units of less than one ton, in less than 45 minutes, while a employee waits, or perform "A level" preventive maintenance on units of more than one ton, in less than 90 minutes		
2	Perform a "quick fix service" for minor work such as replacing wiper blades and headlights in less than 45 minutes, while a employee waits		
3	Provide emergency roadside service		
4	Begin a "B or C Level" preventive maintenance or regular repair within two hours of the time a unit is delivered to your facility		
5	Begin all repeat or re-work repairs for the same deficiency within 30 minutes of the time the unit is brought back to your facility		
6	Provide pickup and delivery service to & from a customer facility (dealer may need a CDL, if required)		
7	Administer and perform all warranty work on vehicles and parts, and provide work order documentation to customer		
8	Utilize subcontractors for work which cannot be done in-house due to heavy mechanic work loads or other factors		
9	Utilize alternative parts (not OEM) of equal quality in instances in which a part cannot be obtained immediately or in a very timely manner, through normal channels		
10	Conduct (or sublet) inspections required by the Department of Environmental Quality and or the Department of Transportation & OSHA		
11	Perform occasional mission-critical repairs on an emergency (do right now) basis during regular working hours		
12	Perform preventive maintenance and repair work outside customers normal working hours, (6:30 a.m. to 5:00 p.m.)		
13	Perform unit outfitting as needed to ready a new unit for service and prepare an old unit for de-identification		

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DEALER QUESTIONNAIRE EXHIBIT-B

Is the labor charge for these services the same as specified in Paragraph D 3.1?

Yes No Describe your response:

D 3.7 **Other Charges.** Describe the type and amount of any other charges to be invoiced to customer, such as shop supplies, environmental or disposal fees.

D 3.8 **Quality Control.** Describe the work done to ensure that a given repair was successful; that is, the unit will not need to be returned to your facility due to the same problem or symptom originally corrected.

D 3.9 **After Hours Work.** From time to time an employee does emergency activities after hours, on nights and weekends. As a result, the dealer selected shall perform emergency unit repairs approximately five to seven times a year. Describe your approach to meeting this need, including adjusted and/or overtime labor rates to be charged to any customer.

D 4. Fleet Management

D 4.1 **Service Advisor.** Company's purchasing and fleet coordinator will work closely with dealer's service advisors. The name of the advisor who will be assigned to customer's maintenance and repair work is:

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FLEETS | LIFT TRUCKS | EQUIPMENT | MACHINERY

DEALER QUESTIONNAIRE EXHIBIT-B

D 4.2 Work Orders and Approvals. Dealer shall prepare a written work order for each vehicle requiring preventive maintenance or repairs, at the time the unit is delivered to the dealer's facility. Work orders shall also be prepared for roadside service. The work order shall clearly indicate the preventive maintenance or repair required and an estimate of the cost of the work. The work order will also clearly indicate the date and time it was prepared and the promised date and time of completion. If after "teardown" it is determined that the diagnosis was incorrect or that additional work is needed, dealer shall prepare an estimate of the correct or additional repairs and shall contact customer's purchasing department and fleet coordinator for approval of the work.

Note: Customer may, at its option, allow additional work without contacting customer's fleet coordinator. For example, if during a regular servicing, a technician notices that battery cables need to be replaced, the vendor may be authorized to do the work without prior customer approval. Also, customer would consider establishing a minimum dollar amount below which the vendor is authorized to do the work without prior customer approval I.E* \$325.00 as part of the company program.

D 5. Dealer Warranty

Describe or attach a copy of your standard warranty. Please note that our company generally requires a one year warranty on parts and labor from most participating dealers.

D 6. Dealer Understanding

The undersigned dealer has examined the entire request hereby stated, including all exhibits, and agrees to furnish the labor, equipment, parts, tools, materials, facilities, insurance and any other items necessary to provide any maintenance, service or repairs.

Dealer Name: _____

Dealer Signature: _____

Printed Name: _____

Title: _____

Date: _____