

Executive Tire/Wheel Purchases

Policy

Corporate and Regional executives receive free tires/wheels under the following guidelines:

Tires:

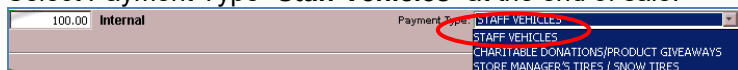
- Maximum of two free sets per year; one set for the company car and one set for a personal vehicle
- Tires must be worn at least 50%
- Old tires become company property and are not eligible for trade-in consideration
- Mounted on no more than two primary vehicles, owned by the employee or spouse only
- Excludes special fitments (motor homes, trailers, motorcycles, show cars, etc.)
- Original fitment is preferred, but if changed, be conservative

Wheels:

- Wheels are considered a form of advertising; ideally, wheels that we stock and sell, or product from our preferred vendors should be selected.
 - One set of wheels is allowed every five years on company vehicles. If wheels become damaged or discontinued during the five-year period they can be replaced with another set.
 - Once every five years Executives are allowed one set of wheels for their personal vehicle.
 - Prior to your wheel selection, Mark MacGuinness at the Corporate Office should be consulted to assist in obtaining your wheels from a core supplier.
Mark can be reached at 480-606-7131.
 - Old wheels become company property and are not eligible for trade-in consideration
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Invoicing Executive Tire/Wheel Purchases

Follow these steps to invoice the Executive Tire/Wheel purchase:

Step	Action															
1	Enter invoice as Retail Sale.															
2	The following fields MUST be completed on top of invoice. <ul style="list-style-type: none">• Driver's name• Vehicle invoice must be completed															
3	<p>Enter tire/wheel price according to the following purchasing guidelines. (For additional information, see Employee Tire and Wheel Purchases.)</p> <table><tr><th>Item</th><th>Employee Pricing</th><th>Calculation</th></tr><tr><td>Employee pricing on all standard product assortment and ALL purchases from TireRack.com (excluding special order T/W 44444/77777 product purchases)</td><td>30% off listed retail</td><td>Retail x .7</td></tr><tr><td>Special order T/W product (Tires: 44444/Wheels: 77777)</td><td>Cost + 6%</td><td>Cost x 1.06</td></tr><tr><td>Installation & Life of Tire Maintenance</td><td>Free</td><td></td></tr><tr><td>Certificates</td><td>Computer price</td><td></td></tr></table> <p>Do not charge Certificates; Valve Stems, Balancing, or any other line items. (installation)</p>	Item	Employee Pricing	Calculation	Employee pricing on all standard product assortment and ALL purchases from TireRack.com (excluding special order T/W 44444/77777 product purchases)	30% off listed retail	Retail x .7	Special order T/W product (Tires: 44444/Wheels: 77777)	Cost + 6%	Cost x 1.06	Installation & Life of Tire Maintenance	Free		Certificates	Computer price	
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Installation & Life of Tire Maintenance	Free															
Certificates	Computer price															
4	<p>Select Payment Type "Staff Vehicles" at the end of sale.</p> 															
5	Obtain driver's signature.															

Contact

The Corporate office monitors all employee purchases to ensure that they are handled correctly. If you have any questions on Executive staff vehicles, please call the Accounting Department.