



## Maintenance and Warehouse Vehicles

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<b>Policy</b>	<p>Tires must be mounted on Company-owned maintenance/warehouse vehicles.</p> <p>With VP approval prior to installation, tires may be mounted on a personal vehicle used for Company business.</p> <p>Do <b>NOT</b> charge certificates, valve stems, balancing, siping, or any other line items to this account number.</p>
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<b>Invoicing Maintenance &amp; Warehouse Vehicles</b>	<p>Maintenance and warehouse vehicles only:</p> <table border="1"><thead><tr><th>Step</th><th>Action</th></tr></thead><tbody><tr><td>1</td><td>Enter invoice as Retail Sales.</td></tr><tr><td>2</td><td>The following fields <b>MUST</b> be completed on top of invoice.<ul style="list-style-type: none"><li>Driver's name</li><li><b>Vehicle invoice must be completed</b></li></ul></td></tr><tr><td>3</td><td>Do not charge Certificates; Valve Stems, Balancing, Siping, or any other line items. (installation)</td></tr><tr><td>4</td><td>A reasonable trade-in value must be given to trade-in merchandise (i.e. OE wheels and tires being brought back into stock).</td></tr><tr><td>5</td><td>Enter amount in Internal field on payment screen.</td></tr><tr><td>6</td><td>Select Payment Type “<b>Staff Vehicles</b>” at the end of sale. </td></tr><tr><td>7</td><td>The invoice must be signed.</td></tr></tbody></table>	Step	Action	1	Enter invoice as Retail Sales.	2	The following fields <b>MUST</b> be completed on top of invoice. <ul style="list-style-type: none"><li>Driver's name</li><li><b>Vehicle invoice must be completed</b></li></ul>	3	Do not charge Certificates; Valve Stems, Balancing, Siping, or any other line items. (installation)	4	A reasonable trade-in value must be given to trade-in merchandise (i.e. OE wheels and tires being brought back into stock).	5	Enter amount in Internal field on payment screen.	6	Select Payment Type “ <b>Staff Vehicles</b> ” at the end of sale. 	7	The invoice must be signed.
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<b>Contact</b>	If you have any questions, please call your regional office.
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