



## Maintenance and Warehouse Vehicles

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### Policy

Tires must be mounted on Company-owned maintenance/warehouse vehicles.


With VP approval prior to installation, tires may be mounted on a personal vehicle used for Company business.

Do **NOT** charge certificates, valve stems, balancing, siping, or any other line items to this account number.

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### Invoicing Maintenance & Warehouse Vehicles

Maintenance and warehouse vehicles only:

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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### Contact

If you have any questions, please call your regional office.

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