

## Tire Rack Employee Tire and Wheel Purchases

### Purchasing guidelines

All Tire Rack employees, both part-time and full-time, qualify for special pricing when purchasing product when installed on employee-owned vehicles with Manager's Approval.

- **ALL** Tire Rack Employees are to obtain their manager's approval prior to receive employee pricing.
- Tire Rack employees must provide an approved Employee Voucher form. (See Below)
- Merchandise **MUST** be installed on employee-owned vehicles ONLY.

### Prices:

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 Maint.	Free	
Certificates	Computer price	

**Rebates:** Supplier Discount Programs for Employees are **excluded** from the Employee Purchase process.

**Trade-in Value:** Store managers approve any trade-in value; however, the store's AVP can be contacted to make a final decision on value.

**IMPORTANT:** Employees are not allowed to sell their own tires/wheels on Company property.

**Tire Rack  
Employee  
Voucher form**

The Tire Rack Employee Eligibility voucher verifies that the Tire Rack Employee is eligible for employee pricing. **(Tire Rack Employees are NOT eligible for employee charge).**

Tire Rack employees:

- Complete Tire Rack voucher form, including approving Human Resources signature.
- TR Human Resources to email store the approved voucher
- TR Employee to provide signed voucher to the store manager at time of installation/purchase.
- Recommend TR employee make appointment at store of choice within the voucher validity period
- **Trade-in Value:** Store managers approve any trade-in value; however, the store's AVP can be contacted to make a final decision on value.
- **ALL REBATES ARE EXCLUDED FROM EMPLOYEE PURCHASES**

**Emergency situations:** If Tire Rack employee experiences an emergency and cannot provide the voucher form (for example, a damaged tire on a Saturday), the employee can pay the standard price and return to the store within 5 business days with a signed eligibility voucher to receive a price adjustment.

**TIRE RACK EMPLOYEE ELIGIBILITY VOUCHER**  
(Use: Employee Pricing)  
Employee ID #: \_\_\_\_\_  
Employee Name: \_\_\_\_\_  
Approving Manager Name (Print): \_\_\_\_\_  
Approving Manager Signature: \_\_\_\_\_  
Approving Manager Phone #: \_\_\_\_\_  
Discount Tire Store #: \_\_\_\_\_  
Store Email Address: XXX\_###@Discounttire.com \_\_\_\_\_  
Date: \_\_\_\_\_ (Valid for 30 Days)

**Contact**

If you have any questions, please call the Accounts Receivable Department at (888) 943-9707.