



OUT-OF-STOCK PROCEDURES

PART 3

OUT-OF-STOCK PROCEDURES



ADD OPTIONS to order screen

UPDATE STOCK LOG with vehicle number

RESOLVE CRM case

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dbcterm 192.168.0.10
Vehicle Number index      Vehicle Order Program
Vehicle Number..758142    Record Number: 1
                          Record Type...Memo      Status...Error exists
1 Model Code.....DR6H41  2007 DODGE 1500 QUAD CAB
  Ordering...045084 D 51   Customer...FI110
  Dealer....CHAMPION DODGE OF BARRING  Name.....FIELD CONTAINER COMPANY L
2 Ship to...045084 D 51   Driver.....PEPLINSKI, JAMES
  Dealer....CHAMPION DODGE OF BARRING  Location...CAROL STREAM, IL 60188
  Location..BARRINGTON, IL 60010
  Previous Drop Ship Dealer.
3 Factory Order Number.....STOCK      10 Priority Code or PSP.....
  Previous Factory Number...           Delivery:.....
4 Wheel Base (inches)......0           Reassigned to Vehicle....
5 More than 1 ext. color?...N           Reassigned from Vehicle...
6 Paint application.....
7 Exterior color, upper.....6FA BRIGHT WHITE
8 Exterior color, lower....
9 Comment Line.....
  Created on.....06/28/07    EMH      Transmission Date...
  Last Modified...07/09/07    KPG
SELECT:  ALT CAN DELETE FIND FX INDEX MODIFY NEW OPT PAGE QUIT REA REO
          RESUME RJC SW UNDO VIEW
    
```

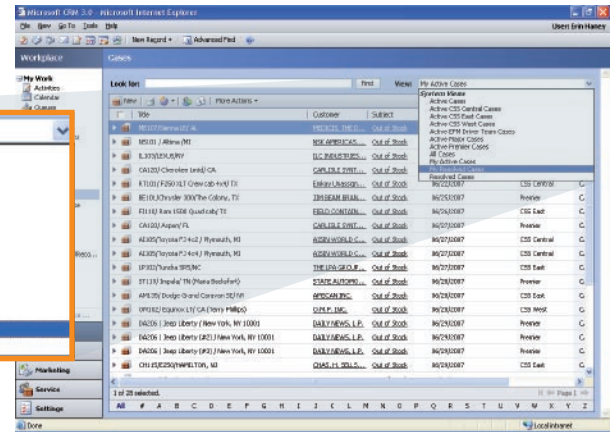
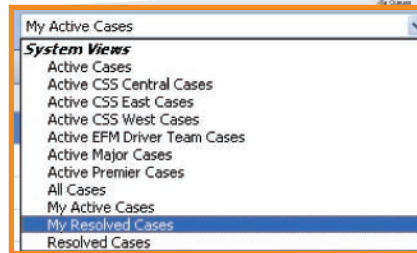
RESOLVING AN OOS CRM CASE

1. This process should be completed immediately after a request has been assigned a vehicle number.
2. Leave the title of case as it stands.
3. Make sure you've added an **"ACTION COMPLETED DATE"** (this should be the date the vehicle was offered).
4. **STATUS REASON** should remain **"OOS VEHICLE OFFERED TO CLIENT"**.

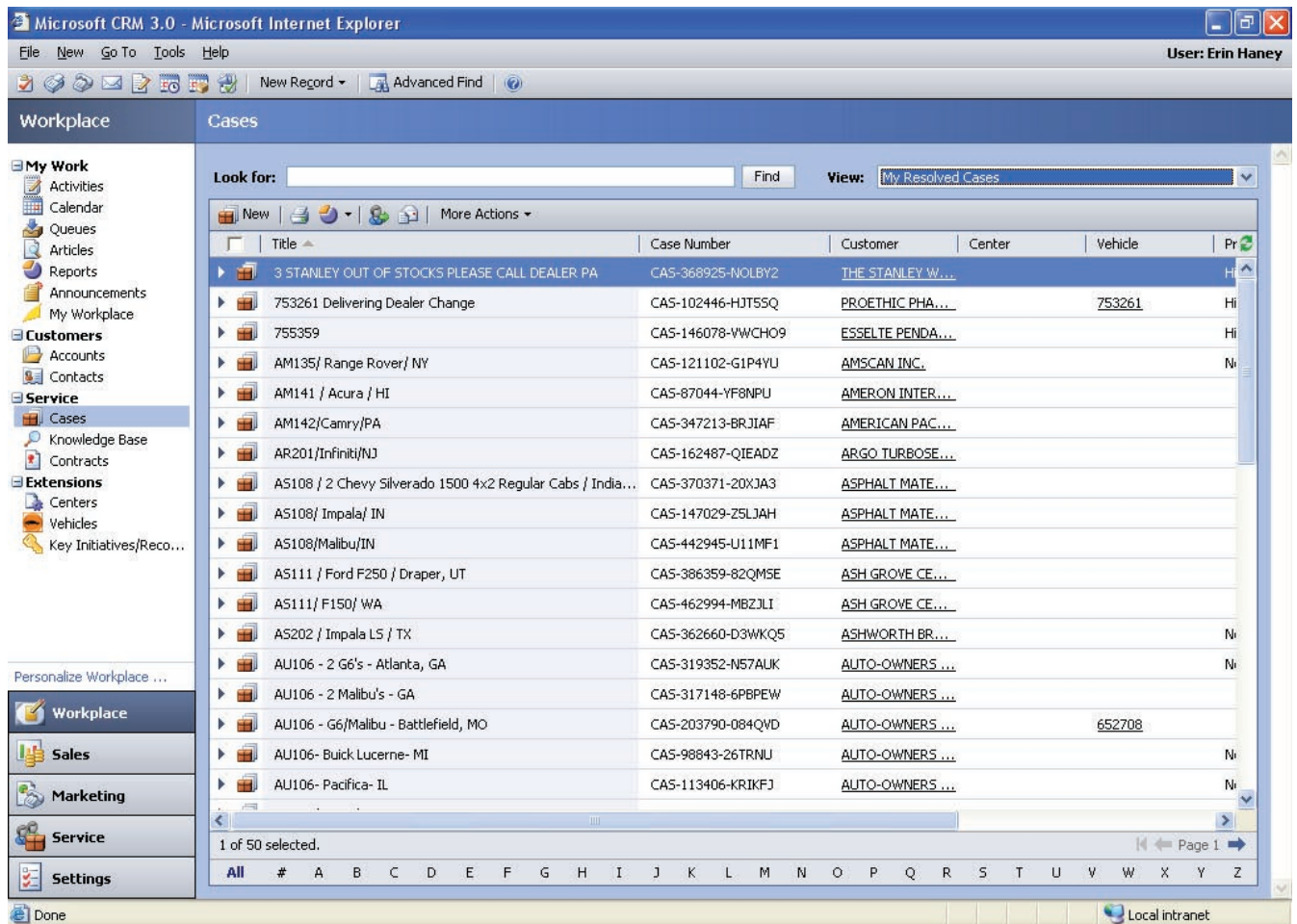
Overview	
Title	CAL20/ Aspen/ FL
Customer	CARLISLE SYNTec, INC.
Center	
Case Origin	E-mail
Vehicle	
CSS Team	Premier
Subject	Out of Stock
Case Type	Request
Satisfaction	
Case Created Date	06/27/2007
Assignment Information	
Owner	Erin Haney
Person Responsible	ALP
Action Completed Date	06/28/2007
Status Reason	OOS vehicle offered to client
Priority	
Follow Up By	
Contract and Product Information	
Contract	
Contract Line	
Service Level	

OUT-OF-STOCK PROCEDURES

8. From the drop down box labeled **"VIEW"**
SELECT **"MY RESOLVED CASES"**.



9. You will now have the ability to **REVIEW**
ALL OF YOUR RESOLVED CASES.



OUT-OF-STOCK PROCEDURES



EMAIL PO with POA to dealership

If client has a **GM CAP AGREEMENT**, be sure to fax over **"SPECIAL INSTRUCTIONS"** and **"CAP OUT-OF-STOCK PURCHASE AGREEMENT"** to dealer. Request that dealer re-invoices to reflect CAP Discount. If **FORD DCX** advise dealer in your email when PO issued.

EMAIL order acknowledgement to customer

SPECIAL INSTRUCTIONS

This unit should be reported as a fleet sale.

Use the attached document to fax info to GM.

Faxing documents will cause the unit to be re-invoiced and reflect the client's GM CAP \$.

Billing should be based upon the new invoice total.

Include new invoice when faxing bill.

**DO NOT SEND BILLING UNTIL
NEW INVOICE HAS BEEN
GENERATED.**

 881 W. THORNDALE AVENUE FARGO, N.D. 58103-1000 (701) 281-7600 FAX (701) 281-7608		Date: 06/05/2007 VIN # : 1G7907 YEAR : 2007 MAKE : JEEP MODEL : SRD CHER LAREDO VIN : 1UBHS48P17C32294	
OUT OF STOCK - PURCHASE ORDER TO EXPEDITE PAYMENT PLEASE FAX THE FOLLOWING: COPY OF FACTORY INVOICE ☒ COPY OF YOUR DEALER'S BILLING YOUR DEALER FEDERAL ID. NUMBER			
TITLE & REGISTRATION PURCHASE (TO) PASSENGER PLATES REGISTER TO: EMKAY INC. TRUST 881 W. THORNDALE FARGO, N.D. 58103-1000 TITLE TO: EMKAY INC. TRUST 881 W. THORNDALE FARGO, N.D. 58103-1000 DO NOT LEND THIS VEHICLE MAIL TO: EMKAY INC. TRUST 881 W. THORNDALE FARGO, N.D. 58103-1000 EMKAY INC. TRUST INCORPORATED: SEPT. 1994		"ALERT" "ALERT" "ALERT" TURN IN VEHICLE INFORMATION NO EMKAY VEHICLE IS SCHEDULED TO BE LEFT AT DELIVERING DEALER. IF AN EMKAY VEHICLE WILL BE LEFT AT THE DEALER, CALL EMKAY PURCHASING DEPARTMENT IMMEDIATELY WITH THE UNIT AND VIN NUMBERS. FAILURE TO DO SO MAY RESULT IN ADDITIONAL FEES TO CLIENT.	
SALES TAX INFORMATION VEHICLE IS SUBJECT TO UPFRONT SALES AND/OR USE TAX. * USE DRIVER LOCATION FOR TAX PURPOSES.		INSURANCE INFORMATION LIABILITY COVERAGE: ACI AMERICAN INSURANCE CO. POL. # : 0049 0796219 EXPIRES: 07/01/2007 PHOTO COPY OF INSURANCE CARD REQUIRED FOR VEHICLE REGISTRATION	
AGREED PURCHASE PRICE \$ 37,332.00 + REG/TITLE FEES Emkay Fleet # 51-00026 END USER FLEET # 22412 CARLISLE SYNTec, INC. Report Sale as ☒ Fleet ☐ Retail		DRIVER INFORMATION PAUL WILKINS 505 SOUTH LANE PO BOX 885 FARGO, ND 58103 COUNTY: ATASCOSA PHONE: (204) 270-4445 NEW VEHICLE SPECIFICATIONS STOCK ORDER GRD CHER LAREDO 4 DR 2WD PER YOUR VEHICLE ORDER COLOR: EXT.: BRIGHT SILVER/METALLIC	
SCHEDULE DELIVERY LOCATION BLUE BONNET MOTORS ATTN: LINDA SOECHTING 3511 S. SOUTH NEW BRAUNFELS, TX 78130 PHONE: (281) 636-9071			

Fleet and Commercial
IT ALL ADDS UP

COMPETITIVE ASSISTANCE PROGRAM

CAP Out-of-Stock Purchase Agreement

PART 1 (to be completed by customer)

THIS FORM MUST BE COMPLETED FOR ALL OUT-OF-STOCK TRANSACTIONS WITH CAP CUSTOMERS

Customer Name _____ Customer FID _____ CAP Code _____ Fleet Management Company, if applicable _____
 For units listed in this agreement, customer accepts CAP Incentive and understands no additional retail or dealer incentive/rebate apply (i.e. business choice, dealer cash, pull source, etc.).

Print Name of Customer / Authorized Fleet Management Company Contact _____ Phone Number _____
 Signature of Customer / Authorized Fleet Management Company Contact _____ Date _____

PART 2 (to be completed by dealer)

Dealership Name _____ City, State _____ Dealer Code _____

The named dealer agrees to sell the above referenced customer the VIN(s) below and will comply with this agreement. The ultimate consumer/user acknowledges receipt of a private offer from General Motors. The consumer and dealer understand that this private offer is NOT comparable with any additional retail or dealer incentive/rebate (i.e. business choice, dealer cash, pull source, etc.). By signing this agreement, the above-mentioned dealership is releasing General Motors from any future claim or obligation for incentive(s) on units purchased with CAP Incentive. In addition, the above-mentioned dealership is authorizing GM to debit dealer's open account for any incentive amount that has been retroactively paid to another dealership in reference to this transaction.

List units included in this transaction below. Please indicate by VIN if a dealer trade is involved and if the dealer trade transaction has been completed by the original dealer in Customer Delivery Reporting (CDR). Attach a spreadsheet for additional VINs.

---VINs must be delivered Fleet in CDR---

VIN	Order Trade	Transaction Completed
	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No

Print Name of Authorized Dealer Representative _____ Phone Number _____
 Signature of Authorized Dealer Representative _____ Date _____

Dealer Note: This document is required as supporting documentation for all CAP out-of-stock purchase transactions and must be available in the Deal File. Both dealer and customer must retain a copy of this document.

* Always check program guidelines for compatibility.

Please contact 1-800-FleetOP (1-800-355-5867) with any questions.
 FAX to FleetOP at 248-674-0843 or 248-674-4302 to have the invoice adjusted and CAP code added.

OUT-OF-STOCK PROCEDURES

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EMAIL PO with POA to dealership

If client has a **GM CAP AGREEMENT**, be sure to fax over “**SPECIAL INSTRUCTIONS**” and “**CAP OUT-OF-STOCK PURCHASE AGREEMENT**” to dealer. Request that dealer re-invoices to reflect CAP Discount. If **FORD DCX** advise dealer in your email when PO issued.

EMAIL order acknowledgement to customer

 881 W. THORNDALE AVENUE FARGO, N.D. 58103-1985 (701) 281-7800 FAX (701) 281-7808		Date: 06/05/2007 VIN # : 17907 YEAR : 2007 MAKE : JEEP MODEL : SRD CHER LAREDO VIN : 1UBKS48P17C32994
TO: BLUE BONNET MOTORS ATTN: LINDA SOECHTING 351 IH 35 SOUTH NEW BRAUNFELS, TX 78130		
OUT OF STOCK - PURCHASE ORDER TO EXPEDITE PAYMENT PLEASE FAX THE FOLLOWING: COPY OF FACTORY INVOICE ☒ COPY OF YOUR DEALER'S BILLING YOUR DEALER FEDERAL ID. NUMBER		
TITLE & REGISTRATION PURCHASE (TO) PASS/NOB PLATES REGISTER TO: EMKAY INC. TRUST 881 W. THORNDALE FARGO, N.D. 58103-1985 TITLE TO: EMKAY INC. TRUST 881 W. THORNDALE FARGO, N.D. 58103-1985 DO NOT LEND THIS VEHICLE MAIL TO: EMKAY INC. TRUST 881 W. THORNDALE FARGO, N.D. 58103-1985 EMKAY INC. TRUST INCORPORATED: SEPT. 1994	"ALERT" "ALERT" "ALERT" TURN IN VEHICLE INFORMATION NO EMKAY VEHICLE IS SCHEDULED TO BE LEFT AT DELIVERING DEALER. IF AN EMKAY VEHICLE WILL BE LEFT AT THE DEALER, CALL EMKAY PURCHASING DEPARTMENT IMMEDIATELY WITH THE UNIT AND VIN NUMBERS. FAILURE TO DO SO MAY RESULT IN ADDITIONAL FEES TO CLIENT.	DRIVER INFORMATION PAUL WILKINS 500 SOUTH LANE PO BOX 885 FARGO, ND 58103 COUNTY: ATASCOSA PHONE: (505) 370-9485 NEW VEHICLE SPECIFICATIONS STOCK ORDER GRD CHER LAREDO 4 DR 2WD PER YOUR VEHICLE ORDER COLOR: EXT.: BRIGHT SILVER/METALLIC
SALES TAX INFORMATION VEHICLE IS SUBJECT TO UPPONIT SALES AND/OR USE TAX. * USE DRIVER LOCATION FOR TAX PURPOSES.	INSURANCE INFORMATION LIABILITY COVERAGE ACI AMERICAN INSURANCE CO. POL # : 154N 0796219 EXPIRES: 07/01/2007 PHOTO COPY OF INSURANCE CARD REQUIRED FOR VEHICLE REGISTRATION	SCHEDULE DELIVERY LOCATION BLUE BONNET MOTORS ATTN: LINDA SOECHTING 351 IH 35 SOUTH NEW BRAUNFELS, TX 78130 PHONE: (281) 651-8571
AGREED PURCHASE PRICE \$ 27,332.00 + REG/TITLE FEES Emkay Fleet # 51-00426 END USER FLEET # 22412 CARLISLE SYNTREC, INC. Report Sale as: ☒ Fleet ☐ Retail		

GM CAP AGREEMENT

SPECIAL INSTRUCTIONS

This unit should be reported as a fleet sale.

Use the attached document to fax info to GM.

Faxing documents will cause the unit to be re-invoiced and reflect the client's GM CAP S.

Billing should be based upon the new invoice total.

Include new invoice when faxing bill.

DO NOT SEND BILLING UNTIL
NEW INVOICE HAS BEEN
GENERATED.

 IT ALL ADDS UP		COMPETITIVE ASSISTANCE PROGRAM THIS FORM MUST BE COMPLETED FOR ALL OUT-OF-STOCK TRANSACTIONS WITH CAP CUSTOMERS
CAP Out-of-Stock Purchase Agreement PART 1 (to be completed by customer)		
Customer Name	Customer FID	CAP Code
For units listed in this agreement, customer accepts CAP Incentive and understands no additional retail or dealer incentives/rebates apply (i.e. business choice, dealer cash, pull boards, etc.).		
Print Name of Customer / Authorized Fleet Management Company Contact	Phone Number	
Signature of Customer / Authorized Fleet Management Company Contact	Date	
PART 2 (to be completed by dealer)		
Dealership Name	City, State	Dealer Code
The nearest dealer agrees to sell the above referenced customer the VIN(s) below and will comply with this agreement. The ultimate consumer/user acknowledges receipt of a private offer from General Motors. The consumer and dealer understand that this private offer is NOT "comparable" with any additional retail or dealer incentives/rebates (i.e. business choice, dealer cash, pull boards, etc.). By signing this agreement, the above-mentioned dealership is releasing General Motors from any future claims or obligation for incentives(s) on units purchased with CAP incentives. In addition, the above-mentioned dealership is authorizing GM to collect further sales account for any incentive monies that have been erroneously paid to another dealership in reference to this transaction.		
List units included in this transaction below. Please indicate by VIN if a dealer trade is involved and if the dealer trade transaction has been completed by the original dealer in Customer Delivery Reporting (CDR). Attach a spreadsheet for additional VINs.		
--VINs must be delivered Fleet in CDR--		
VIN	Dealer Trade	Transaction Completed
	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No
Print Name of Authorized Dealer Representative	Phone Number	
Signature of Authorized Dealer Representative	Date	
Dealer Note: This document is required as supporting documentation for all CAP out-of-stock purchase transactions and must be available in the Deal File. Both dealer and customer must retain a copy of this document.		
* Always check program guidelines for compatibility.		
Please contact 1-800-FleetOP (1-800-355-3887) with any questions. FAX to FleetOP at 248-674-0843 or 248-674-4392 to have the invoice adjusted and CAP code added.		

OUT-OF-STOCK PROCEDURES



EMAIL order acknowledgement to customer.

If there is an **UPFIT**, issue the upfit PO to the 3rd party upfitter (ARE, etc.)

CONFIRM RECEIPT with dealership

Begin to **LOG PERTINENT INFORMATION** in F8 notes

Carefully check **REGISTRATION AND TITLE INFORMATION**. **FORWARD** all purchase and disposal worksheets.

If the dealer we are purchasing the vehicle from is **NOT REGISTERING THE VEHICLE** make sure the dealer **ISSUES A TEMP TAG**. Have the dealer overnight the MSO to EMKAY immediately. Track the MSO and follow up with the dealer in the event we do not receive MSO promptly. Be aware if we have a service in the state where the driver resides.

If the state we are purchasing the vehicle in **REQUIRES AN ORIGINAL INSURANCE CARD**, contact the customer with the **VIN#** of the unit purchased. The customer should mail the insurance card to the appropriate dealer or driver. In some states vehicles cannot be released without an insurance card. The state of NY requires barcode on ins card. The state of NJ requires Corp Code.

If we manage or provide insurance, contact **EFM (IF IT IS A EFM ACCOUNT)** or call the insurance dept to determine the client's broker and contact them to issue insurance card. Make sure customer has **VALID INSURANCE CERTIFICATE, NO INSURANCE, NO DELIVERY**.

Insure that the **VIN#** is in the system along with the purchase price amount in line 10 of the vehicle maintenance program.

 888 W. THORNDALE AVENUE ITASCA, IL 60143-1388 (800) 295-7883 FAX (708) 295-7888		 Date: 06/05/2007
TO: CARLISLE SYNTec, INC. Mr. Penny Saltwater 1555 Ritter Hwy P.O. Box 7000 Carlisle, PA 17013		VEH # : 757907 YEAR : 2007 MAKE : JEEP MODEL : GRD CHER LAREDO VIN : 1JBHS48P17C532994
CUSTOMER ACKNOWLEDGEMENT - STOCK ORDER This Stock order is pending per your authorization. Please review the information shown below and return with your authorized signature via FAX to the EMKAY PURCHASING DEPARTMENT. Upon receipt of your authorization, this order will be processed immediately. Center: 001 Billing Sort:		
TITLE & REGISTRATION PURCHASE (TX) PASSENGER PLATES REGISTER TO: EMKAY INC. TRUST 888 W. THORNDALE ITASCA, IL 60143-1388 TITLE TO: EMKAY INC. TRUST 888 W. THORNDALE ITASCA, IL 60143-1388 DO NOT LIEN THIS VEHICLE MAIL TO: EMKAY INC. TRUST 888 W. THORNDALE ITASCA, IL 60143-1388 EMKAY INC. TRUST INCORPORATED SEPT. 1994	** ALERT * ALERT * ALERT ** TURN IN VEHICLE INFORMATION NO EMKAY VEHICLE IS SCHEDULED TO BE LEFT AT DELIVERING DEALER. IF AN EMKAY VEHICLE WILL BE LEFT AT THE DEALER, CALL EMKAY PURCHASING DEPARTMENT IMMEDIATELY WITH THE UNIT AND VIN NUMBERS. FAILURE TO DO SO MAY RESULT IN ADDITIONAL FEES TO CLIENT	DRIVER INFORMATION PAUL WILKINS 36 ECHO LAKE PO BOX 685 ARLINGTON, TX 78064 COUNTY: ATASCOSA PHONE (800) 570-3400 NEW VEHICLE SPECIFICATIONS STOCK ORDER GRD CHER LAREDO 4 DR 2WD PER YOUR VEHICLE ORDER COLOR EXT. - BRIGHT SILVER METALLIC
SALES TAX INFORMATION VEHICLE IS SUBJECT TO UPFRONT SALES AND/OR USE TAX. * USE DRIVER LOCATION FOR TAX PURPOSES.	INSURANCE INFORMATION LIABILITY COVERAGE ACE AMERICAN INSURANCE CO POL. # : 8540 078620 EXPIRES 07/01/2007 PHOTO COPY OF INSURANCE CARD REQUIRED FOR VEHICLE REGISTRATION	SCHEDULE DELIVERY LOCATION BLUE BONNET MOTORS ATTN: LINDA SOECHTING 301 N. 25th ST NEW BRAUNFELS, TX 78130 PHONE (830) 656-8011
Agreed Purchase Price \$ 35,355.00 Partial fee requires letter to provide letter to customer disclosure at time of vehicle return. Under the terms of our lease agreement, we hereby authorize Emkay to purchase vehicle described above and to sell same to vehicle. We understand that once the vehicle is ordered, it cannot be corrected. Client Authorize (signature) <u>See Attached</u> Date _____		FAX (717) 245-7711

OUT-OF-STOCK PROCEDURES

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Once we are **INVOICED FROM DEALER**, pay Vendor. **COMPLETE CHECK REQUEST FORM** and send to Ellie. If you do not receive a **CHECK FOR STOCK PURCHASE WITHIN ONE DAY** you must follow up with Ellie. If the check is not returned within one day, there is probably a problem. Make sure you are on top of this to avoid delivery delays.

OUT OF STOCK CHECK REQUEST FORM	
UNIT NUMBER: <u>757407</u>	TODAY'S DATE: <u>6/11/07</u>
STATE OF REG: <u>TX</u>	CUT CHECK TODAY? ☒ YES
REGULAR MAIL: _____	RUSH-FED EX: ☒ X
RETURN TO: <u>ERIN</u>	
VIN: <u>7C532944</u>	
DESCRIPTION	AMOUNT
VEHICLE COST:	<u>27,332.00</u>
SALES TAX:	<u>1,708.25</u>
LICENSE & TITLE:	<u>72.30</u>
TEMP TAG FEE:	
TITLE FEE:	<u>109.75</u>
INSPECTION FEE:	
DOC FEE:	<u>54.14</u>
OTHER TAXES (): _____	
GRAND TOTAL:	<u>29,276.44</u>

From: 6309055604 Page: 212 Date: 6/12/2007 3:12:06 PM

BLUEBONNET		E-MAIL		DEAL # 106912	
 301 W 58th St New Braunfels, TX 78130 Tel: (800) 875-2277 Fax: (361) 608-1152 www.bluebonnet.com		Invoice No: _____ Stock No: <u>3C532954</u> Date: <u>06/08/07</u> Year: <u>2007</u> Make: <u>JEOP</u> Model: <u>CR CHEROKEE</u> Body: <u>CR</u> Serial No: <u>130W540P17C532954</u> Color: <u>SL</u> License # _____		ALLOWANCE FOR TRADE By: _____ Yr: _____ Make: _____ Model: _____ Lit. No: _____ Mileage: _____ Sec. No: _____ Title Name: _____ By: _____ Yr: _____ Make: _____ Model: _____ Lit. No: _____ Sec. No: _____ Title Name: _____ Driving: _____ City: _____ State: _____ Zip: _____ Approved By: _____ INSTRUCTIONS: _____ Art of: _____ Date: _____ CASH: _____ By: _____ Date: _____ RECEIPT: _____ By: _____ Date: _____ CASH: _____ By: _____ Date: _____ RECEIPT: _____ By: _____ Date: _____	
The Dealer's Inventory Tax charge is intended to reimburse the dealer for ad valorem taxes on its motor vehicle inventory. The charge, which is paid by the dealer to the county tax assessor-collector, is not a tax imposed on a consumer by the government, and is not required to be charged by the dealer to the consumer. A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO COVER THE DEALER'S RECORDING AND RECORDING SERVICES RELATIVE TO THE CLOSING OF A SALE. A DOCUMENTARY FEE MAY NOT BE CHARGED FOR A MOTOR VEHICLE CONTRACT OR A REASONABLE AMOUNT ADDED TO BY THE PARTIES FOR A MOTOR VEHICLE CONTRACT. THIS NOTICE IS REQUIRED BY LAW. Undercar is applied to this vehicle. The undercar has a lifetime guarantee from rust. The anti-rust identification is etched into the plate to help deter vehicle theft. Any unexplained change or anti-rust identification change is not an official change. These items are an accessory.		BASE PRICE <u>27332.00</u> ADDITIONAL EQUIPMENT _____ CASH PRICE OF VEHICLE <u>27332.00</u> TRADE ALLOWANCE <u>()</u> CASH DIFFERENCE <u>\$ 27332.00</u> Additional Anti-Rust Identification <u>\$10</u> Dealer's Inventory Tax <u>\$414</u> State Tax <u>1298.25</u> Title, Deputy, Insurance and Inspection Fees <u>\$4.75</u> Lessor Fee <u>72.30</u> Documentary Fee and Deputy Fee <u>\$8500.88</u> DELIVERY PRICE OF VEHICLE <u>29276.44</u> Extended Service Plan <u>N/A</u> Payoff On Trade-In <u>N/A</u> TOTAL AMOUNT DUE <u>29276.44</u> Cash Payment <u>N/A</u> TOTAL OF FINANCE <u>29276.44</u> Payoff To: _____ Address: _____ Phone: _____ Pinch Page: _____			
SPECIAL INSTRUCTIONS ☐ DEMONSTRATION DRIVE Att: <u>Erin Harty</u>		NOTICE OF CREDIT BUYER This order involves the Dealer Credit. The form shall be directed to a customer only. No individual who attempts to resell this vehicle without the proper documentation shall be held responsible for the loss of the vehicle. The Dealer Credit is not a loan and is not subject to the same terms and conditions as a loan. The Dealer Credit is not a loan and is not subject to the same terms and conditions as a loan. The Dealer Credit is not a loan and is not subject to the same terms and conditions as a loan.			
EMKAY INC TRUST This order is not valid unless accepted by an authorized representative of BLUEBONNET MOTORS, INC. Registered Owner/Owner: Phone: <u>EMKAY INC TRUST</u> (Signature) <u>[Signature]</u> Address: <u>805 W. THORNDALE AVE</u> City: <u>ITASCA</u> State: <u>IL</u> Fax: <u>(708) 256-7400</u> Bus: <u>(800) 621-2000</u> Ext: <u>60140/35</u> E-mail: _____ S.S. No: _____ Accepted Subject to Finance: BLUEBONNET MOTORS, INC. Salesperson: <u>JAMES A. MACLAUCHLIN</u>					
NOTICE: SEE OTHER SIDE FOR IMPORTANT INFORMATION The warranties, covenants, terms, and agreements on the reverse side are incorporated herein and made a part hereof for all purposes.		INSURANCE AGENT _____ PHONE _____ F&I _____ OK TO DELIVER _____			

OUT-OF-STOCK PROCEDURES

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Once we are **INVOICED FROM DEALER**, pay Vendor. **COMPLETE CHECK REQUEST FORM** and send to Accounts Payable. If you do not receive a **CHECK FOR STOCK PURCHASE WITHIN ONE DAY** you must follow up with Accounts Payable. If the check is not returned within one day, there is probably a problem. Make sure you are on top of this to avoid delivery delays.

Confirm if the dealer **WILL RELEASE THE UNIT WITH THE PO ONLY**. If so, have the dealer contact the driver directly to arrange delivery.

Mail **CHECK TO DEALER ALONG WITH POWER OF ATTORNEY OR ANY OTHER DOCUMENTS NECESSARY** to register and title vehicle. Send regular mail if it is a dealership that is comfortable with us. Send it **OVERNIGHT IF IMMEDIATE DELIVERY IS REQUIRED** to release vehicle. **UPDATE F8 NOTES** to reflect check being sent to dealership.

DELIVERY RECEIPT SHOULD BE SENT VIA FAX from dealer. If it is not received, follow up and confirm delivery date, plate info and whether there is a vehicle turn in. If there is a vehicle turn in forward a note to remarketing.

JUN 15 2007 01:37P FROM: EMKAY TO: 18305055694 P.4/4

OUT OF STOCK PURCHASE DELIVERY RECEIPT

DRIVER PAUL WILKINS 300 ECHO LANE PO BOX 695 PLEASANTON, TX 78064 Phone: (830) 570-3420 E_mail: wilkins@emkay.com	DEALER BLUE BONNET MOTORS LINDA SOECHTING 351 IH 35 SOUTH NEW BRAUNFELS, TX 78130 Phone: (830) 656-8011 E_mail: linda@bbmotors.com	NEW VEHICLE VEH # 757907 YEAR 2007 MAKE JEEP MODEL GRD CHER LAREDO VIN # 1J8H548P1TC532964
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TURN IN VEHICLE INFORMATION
No Vehicle is scheduled to be left this dealership
CONTACT Emkay Purchasing Department, if a vehicle is left.

DRIVER TO COMPLETE
Please provide current E_mail address, if different from the above.
E_mail address: _____
You must sign and date below.
Signed X: *Paul Wilkins* Dated: *15 June 07*
Driver/Authorized Rep.

DEALER TO COMPLETE
I delivered the new vehicle with temp tags and applied for new plates. YES ☒ NO ☐
If YES, Temp tag valid until: *7-17-07*
I delivered the new vehicle with new plates. YES ☒ NO ☐
If YES, Plate # _____ Expires: _____
Type of plate purchased or applied for Passenger ☒ Commercial ☐ Other ☐
Signed X: *Linda Soechting* Dated: *6-15-07*
Dealer

Once the vehicle is delivered and this form is completed,
PLEASE FAX TO EMKAY AT (630) 250-7422

JC532994

OUT-OF-STOCK PROCEDURES



When **DELIVERY IS CONFIRMED**, input delivery date, CAP vehicle if trac lease order, if closed end scan file and give to Accounts Payable (add F8 notes indicating that file was passed to Accounts Payable). Send email to FA confirming delivery and plate information.

[Client],

I just wanted to send you a quick email to let you know that [driver name] picked up his new [vehicle] from [dealership name] on [date]. The vehicle was delivered on plate number [plate number] and expires on [expiration date].

As always, [client], it has been a pleasure working with you. Please feel free to contact me with any questions or concerns.

Sincerely,

Erin M. Haney

New Vehicle Buyer
ehaney@emkay.com

EMKAY INC.
ph | 630.775.6481
fx | 630.875.5205
FLEET MANAGEMENT SINCE 1946
www.emkay.com

SCAN DOCUMENTS, forward closed-end files to Accounts Payable (add F8 notes indicating that file was passed to Accounts Payable) and file accordingly.

NOTES