



Fleet Services

2240 S 5370 W, Salt Lake City, UT 84120
Toll Free: 800-350-1555 - Fax: 801-886-4872

Valued Vendor,

We appreciate all of your help and look forward to working with you. We recognize that you are an invaluable resource and are key to our success. There are a few things we will need you to do in order to help us ensure the necessary repairs are being done to our fleet and that your invoices are processed for payment in a timely manner.

Please advise if you are affiliated with any other companies and/or have multiple locations. Also please forward a copy of your company's Credit application.

- You must call 800-350-1555 to obtain repair authorization and a purchase order number prior to performing any repairs on any PTG Fleet Services managed unit.
A PO number (purchase order number) will be required for payment. To help us process your invoices more quickly, please ensure that your invoice has all of the following information presented in a legible format:
Our PO number
The unit number
The last six digits of the VIN or serial number
A current meter reading: odometer, hour meter, or hub meter
An itemized invoice: We need to know both the labor and parts charges for each individual operation
A PM/DOT inspection sheet if an inspection is performed.
If the repair is going to exceed the amount quoted when the PO number was received, a call to PTG Fleet Services to update the PO will be necessary.
If the repair cost is going to exceed \$1,000.00, a written estimate will be required.

Submit estimates via fax to 801-736-8778 or email in .pdf format to estimate@ptgfleet.com

You are scheduled to be paid by check on the month following the invoice date. For accounts payable questions, please contact our AP Department by phone 800-350-1555 opt 2 then opt 4; or fax 801-746-8336; or email accountspayable@ptgfleet.com

If the preceding invoice requirements are not met we will be unable to process your invoice for payment until all corrections have been made. We pay from invoices, not statements. Please be sure your invoices and backup paperwork are sent to us as soon as the work is completed.

Invoices for payment can be e-mailed, faxed or mailed for processing.

Emailing invoices and supporting documents to processing@ptgfleet.com: Send only 1 invoice and its supporting documentation per email.

Faxing invoices and supporting documents to 801-886-4872: Send only 1 invoice and its supporting documentation per fax.

Mailing invoices and supporting documents: Fleet Name, c/o PTG Fleet Services, 2240 South 5370 West, Salt Lake City, UT 84120

If you have any questions or concerns, please don't hesitate to call. We look forward to working with you! Please note that all vendors must comply with the terms and conditions listed on the Exhibits to this document.

Please sign below and email this agreement to vendorsetup@ptgfleet.com.

Company Name: Phone Number:
Company
Email(s):

I verify that I have read, understand, and agree to the policies of PTG Fleet Services as agent for its subsidiaries and affiliates, as stated on this document and its Exhibits:

Signature Date Printed Name Date

