



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.

- **You must call 800-350-1555 to obtain repair authorization and a purchase order number prior to performing any repairs on any WFS managed unit.** Calling before repairs allows us to check if there may be more work for you to do on the unit while you have it in the shop (e.g., preventive maintenance services, work pending, etc.).
- **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. PM inspection forms can be found on the Vendors page of www.warnerfs.com.
- **If the repair is going to exceed the amount quoted when the PO number was received,** a call to Warner Fleet Services to update the PO will be necessary.
- **If the repair cost is going to exceed \$500.00,** a written estimate will be required. The estimate will be reviewed and you will be contacted with either an approval, an authorization number or a denial. Please make sure you provide your contact information on the estimate.
 - **Submit estimates via fax to 801-736-8778 or email in .pdf format to estimates@warnerfs.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 accountspavable@warnerfs.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 Emailed, faxed or mailed for processing.

Emailing invoices and supporting documents to processing@warnerfs.com: *Send only 1 invoice and it's supporting documentation per email.*

Faxing invoices and supporting documents to 801-886-4872: *Send only 1 invoice and it's supporting documentation per fax.*

Mailing invoices and supporting documents:

Fleet Name
c/o Warner 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 sign below and fax this agreement, along with a completed W-9 form, to 801-886-4877.

Company Name: _____ Phone Number: _____

Company Email(s): _____

I verify that I have read, understand, and agree to the policies of Warner Fleet Services as stated on this document:

Signature _____ Date _____ Printed Name _____ Date _____