



## VEHICLE MAINTENANCE GUIDE

- For preventive maintenance, take your vehicle to any one of Network's service partners listed on this guide.
- Present this guide to the repair facility for service.
- Do not pay cash. Your signature releases the vehicle and confirms that all work has been completed to your satisfaction.

For Unscheduled Repairs and Emergencies call:

**1-800-383-5267**



**Company** Velcor Leasing

**Year** 2016      **Make** Make

**VIN#** 12345678901234567

**Vehicle#** Sample

**Model** Model

20160121-1 11-3VEL

### AUTHORIZATION NUMBERS

- **Scheduled maintenance:** See service grid on back of guide. Use authorization number listed next to each schedule. Using the wrong authorization number may result in delayed or nonpayment.
- **Unscheduled repairs:** Driver is authorized to approve repairs up to \$50 over the scheduled maintenance with the authorization **VLo Sample**
- For authorization of unscheduled repairs greater than \$50, call The Velcor Customer Service department at 800-383-5267. Failure to obtain proper authorization **prior** to performing work is subject to nonpayment

### INVOICE REQUIREMENTS

Invoices must include the following information in order to receive payment:

Authorization number	Driver full name
Vehicle number	Driver company name
Complete VIN	Description of work performed
Vehicle tag number and state	Store name and address
Vehicle make/model/year	Do not use "misc." code
Odometer reading	

## AUTHORIZED NATIONAL ACCOUNT VENDORS

### Service and Repair

Firestone/Bridgestone\*  
 Expert Tire\*  
 Tires Plus\*  
 Sears\*  
 Tire Kingdom\*  
 NTB\*  
 Merchants\*  
 Goodyear\*  
 Midas  
 Pep Boys\*  
 Monro Muffler/Brake & Service\*

### Tires

Firestone/Bridgestone\*  
 Expert Tire\*  
 Tires Plus\*  
 Sears\*  
 Just Tires\*  
 Tire Kingdom\*  
 NTB\*  
 Merchants\*  
 Michelin/Goodrich/Uniroyal\*  
 Goodyear\*  
 Pep Boys\*  
 Monro Muffler/Brake & Service\*

### Quick Lube

Jiffy Lube  
 Sears\*  
 Valvoline Instant Oil Change\*  
 Grease Monkey

### Scheduled Maintenance

- This document serves as authorization for all scheduled maintenance.
- Work is only authorized to be performed on the specific model listed on this document. If the vehicle information does not match the vehicle in for service, contact Network for assistance.
- If the required service is a check only or inspect, then separate authorization is needed for replacement or repair.

### eRepair vendors:

If you are an independent facility and would like to learn more about eRepair (our internet based approval and invoicing program), please call Network at 1-800-323-5916.

\* Preferred National Account Vendors

For a complete listing of Authorized National Account vendors, services provided and the location nearest you, please call The Velcor Customer Service Department at 1-800-383-5267.

# Vehicle Maintenance Schedule

Authorization Number - Use number alongside interval for invoicing.	Mileage	Reset the Charge Oil Indicator	Lube Oil & Filter - use oil required by manufacturer	Check All Fluid Levels, Tire Wear & Pressure, Belts, Hoses, Exhaust and Front End	Rotate Tires	Charge Air Filter - if needed	Check Alignment - align if needed
VL00 A 00011	5,000	X	X	X			
VL00 B 00011	10,000	X	X	X	X		
VL00 C 00011	15,000	X	X	X		X	X
VL00 D 00011	20,000	X	X	X	X		
VL00 E 00011	25,000	X	X	X			
VL00 F 00011	30,000	X	X	X	X	X	X
VL00 G 00011	35,000	X	X	X			
VL00 H 00011	40,000	X	X	X	X		
VL00 I 00011	45,000	X	X	X		X	X
VL00 J 00011	50,000	X	X	X	X		
VL00 K 00011	55,000	X	X	X			
VL00 L 00011	60,000	X	X	X	X	X	X
VL00 M 00011	65,000	X	X	X			
VL00 N 00011	70,000	X	X	X	X		
VL00 O 00011	75,000	X	X	X		X	X
VL00 P 00011	80,000	X	X	X	X		
VL00 Q 00011	85,000	X	X	X			
VL00 R 00011	90,000	X	X	X	X	X	X
VL00 S 00011	95,000	X	X	X			
VL00 T 00011	100,000	X	X	X	X		