

Contact Information

509-628-7230 CALL/TEXT

3riversdieselrepair@gmail.com

Office (Ellissa): 509-460-9199

3riversdieseellissa@gmail.com

**Fleet Service Agreement & Information Form**

Please complete and return. This helps us keep repairs organized, compliant, and moving quickly with minimal downtime.

Company & Billing

Company Name: _____

Division/Branch: _____

Billing Address: _____

Mailing Address (if different): _____

Accounts Payable Contact: _____

AP Email: _____

AP Phone: _____

Billing Method: ☐ COD ☐ Net 30 ☐ OtherPO Requirement: ☐ PO each visit ☐ Blanket PO # ☐ NO PO**Fleet Contacts**

Fleet Manager: _____

Dispatch Contact: _____

Completed Repairs Notify: _____

After Hours Contact: _____

Emergency Contact: _____

Email for Updates: _____

Phone for Updates: _____

Multiple Divisions/Contacts? ☐ Yes (list below)

Divisions/Notes: _____

Authorizations & PreferencesDriver may approve repairs: ☐ No ☐ Yes up to \$ _____Communication Preference: ☐ Text ☐ Call ☐ Email Best number/email above. _____Scheduling: ☐ Drop-off ☐ Waiter (pre-scheduled) ☐ Priority units (list #s) –
Email ListTowing: ☐ Shop may arrange ☐ Fleet arranges ☐ Call firstAfter-hours pickup: ☐ Allowed ☐ Management only ☐ Lockbox (customer assumes responsibility once releasParts Preference: ☐ OEM ☐ 3Rivers Choice ☐ Quality aftermarket ☐ Cost-effective / best valueDOT Records: ☐ 3 Rivers retains records ☐ Provide copies to fleet location**Core Service Terms (Summary)**

- **Approval Threshold:** Repairs under \$2,000 may be completed without prior approval when required for safety or drivability; we will contact the fleet point-of-contact for authorization on repairs exceeding \$2,000 unless an immediate safety risk exists. The fleet labor rate for 2026 is \$175 per hour, and any approved estimate over \$2,000 may incur up to a 10% overage without further authorization if required to safely complete the repair.
- **Billing:** Net 30 unless otherwise agreed; balances over 30 days accrue interest at 9% annually, and a 3.5% processing fee will be added to any electronic card payment
- **Documentation:** We maintain repair documentation to support internal warranty and fleet recordkeeping.
- **Standards:** Repairs are performed using industry best practices and standard labor guides (book time) where applicable.
- **Storage:** Vehicles left after completion may incur storage fees after reasonable notice more than 30 day - \$75 a day.

Authorization

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____