

How it works:

- 1) Dealer views Maven Purchase Policy and reviews requirements.**
- 2) Views instructions.**
- 3) Downloads forms as needed.**
- 4) Submits estimate as required.**
- 5) Contacts Maven for PO as required.**

To: GM FleetTrac Dealer
From: Maven
Subject: Vehicle Preventative Maintenance (PM) Inspection Process
Date: Feb 7, 2017

At various mileages, Maven vehicles are to receive a PM (Preventative Maintenance) inspection and needed repairs. Maven is following a specific maintenance schedule, with different mileage intervals, and each has a GM FleetTrac labor code which is to be used for submission, listed on the attached PM Maintenance Schedule.

Repairs

Follow the attached Maven Vehicle Maintenance Schedule on all visits.

If an inspection finds a repair is needed, the repair should be listed separately on your invoice.

Repair Approval

If repairs exceed \$250.00 dollars (total of all repairs on the repair order), call the designated Maven representative listed in the Fleet Trac System for an approval and Purchase Order number. A written estimate will be required prior to receiving a PO number for repairs exceeding \$1,000.

GM FleetTrac Labor Codes

There is a GM FleetTrac labor code for maintenance items. Please ensure you use the appropriate labor code.

Pricing

Due to the number of vehicles Maven operates as well as the higher driving patterns, Maven expects to have frequent visits to the dealership per region for both routine and unscheduled repairs. That being said, Maven has attached a pricing sheet for which we are using to anticipate our regular maintenance costs. We appreciate your partnership and efforts in helping Maven control the maintenance expense.

Body Damage

If a vehicle has body damage, please contact the designated Maven representative to receive direction, as these repairs may need to go through our Insurance Department.

Questions

Please contact the Maven designated representative

Sincerely,

Darin L. Walsh

Sr. Manager, Maven Fleet