

V 180 - SALE OF VEHICLES PROCEDURE

In the event you are involved in selling a vehicle or equipment of any kind, the following steps are important:

Obtain approval for a company Officer of price and the fact that we are selling the item.

Understand all vehicles are sold without warranty.

List the following: Description, Serial number, Tag number, Vehicle number, Mileage.

Mileage is very important due to new Federal regulations. If the odometer is broken, write "unknown". If over 100,000 miles, write "over 100,000"

List full name, address, and social security number of the person purchasing the vehicle. The name and address is very important because on leased vehicles, the title will be mailed.

Before release of the vehicle, a cashier's check, money order (made payable to Bryant Group, Inc.) or cash must be obtained and turned into Accounting. Please check with the Fleet Manager in advance to make sure the title is in order or if the vehicle is leased through Enterprise.

Before release and after completion of the above:

Remove the license plates and turn in to the Fleet Manager.

Remove all Company lettering, decals and papers.

