

# T PLAN

## Program Policy & Procedures



### 1. Program Overview

- a) Lake Charles Toyota-Scion and Tarver Ford (individually referred to below as the "Company") are offering a preferred customer program (T Plan) whereby participating Preferred Partners and their Eligible Employees are able to purchase vehicles directly out of dealer stock.
- b) Under the T Plan, each Eligible Employee who brings a valid T Plan Buyer's Certificate to the Company and has their Identification Requirements verified is entitled to purchase an Eligible Vehicle at the Preferred Price.

### 2. Program Duration, Termination and Enrollment Period

- a) The program begins on November 1, 2010 and remains in effect until terminated by the Company.
- b) The Company reserves the right to terminate this program at any time and without prior notification.
- c) Enrollment for participating Preferred Partners begins November 1, 2010 and remains open as long as the T Plan is in effect.

### 3. Definitions

- a) **"Buyer's Certificate"** means the document that the Eligible Employee brings to the Company. The Certificate (1) lists the Eligible Vehicles then available at the Preferred Price, (2) provides process instructions for the Company and the Eligible Employee, and (3) details the Identification Requirements to be presented by the Eligible Employee.
- b) **"Eligible Employee"** means the person listed on the T Plan Buyer's Certificate who meets the Identification Requirements and is therefore qualified to purchase at the Preferred Price.
- c) **"Preferred Partner"** means the business entity which has agreed to facilitate the Program by providing a means for the Company to make known the T Plan to its employees, and the information used in verifying employee eligibility.
- d) **"Eligible Vehicles"** means the vehicles which can be purchased from dealer stock under the program. The list of Eligible Vehicles will be shown on the T Plan Buyer's Certificate that the Eligible Employee receives and utilizes at the dealership.
  - (1) Not all vehicles in Company stock will be eligible for this program.
  - (2) Vehicle eligibility will be determined on a quarterly basis by the Company.
- e) **"Identification Requirements"** means a valid employee identification card and a driver's license which match the name of the Eligible Employee as shown on the completed Buyer's Certificate. Business cards are not acceptable.

### f) "Preferred Price" means:

- (1) For **NEW** vehicles in dealer stock, the Dealer's Total Invoice Price adjusted by
  - (a) Subtracting any retail incentives that are then currently available and may include customer cash, APR, or lease subvention,
  - (b) Adding any dealer installed options and accessories,
  - (c) Adding 2.5% of the original Dealer Total Invoice Price,
  - (d) Adding applicable document, tax, title and registration fees.
- (2) For **USED** vehicles in dealer stock, the National Automobile Dealers Association (NADA) clean trade-in value adjusted by
  - (a) Adding \$500.00
  - (b) Adding applicable document, tax, title and registration fees.

### 4. The Sales Process

- a) The Eligible Employee obtains a completed Buyer's Certificate from the Company. He or she then presents the Certificate to the Preferred Partner who enters information used for verifying eligibility.
- b) The Eligible Employee presents the completed Buyer's Certificate to the dealership when selecting a vehicle. Each certificate may not be used for more than one transaction.
- c) Upon receipt, the Company immediately checks and verifies the Identification Requirements of the Eligible Employee.
- d) Upon selection of a vehicle from those shown as Eligible Vehicles, the Company presents the Dealer's Invoice or NADA value print out to the Eligible Employee.
- e) The Company facilitates all other matters appropriate to the sale of the vehicle including but not limited to arranging financial services, collecting and forwarding appropriate taxes and fees, and assuring the vehicle's satisfactory condition.

### 5. Questions regarding the T Plan

- a) Questions regarding this program should be directed to the sales manager of the appropriate dealership (Lake Charles Toyota-Scion or Tarver Ford) of the Company.

Preferred Customer Program



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# T PLAN

Buyer's Certificate



## Buyer Information

Buyer's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Preferred Partner

Company Name \_\_\_\_\_

Buyer's Employee/Badge Number \_\_\_\_\_

Check if buyer is currently an employee \_\_\_\_\_

Signature of Certifying Agent \_\_\_\_\_

Phone Number/ Extension of Certifying Agent \_\_\_\_\_

Have this section verified at your employer's Human Resources Office.

## Vehicle Information

VIN: \_\_\_\_\_

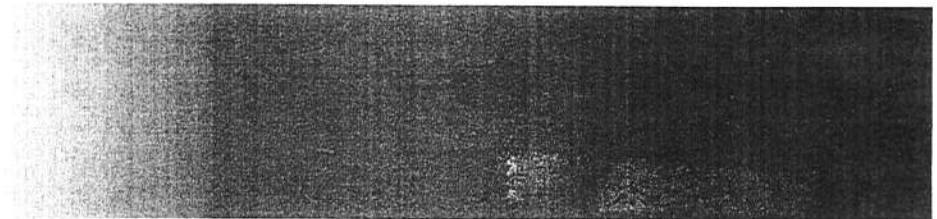
Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

## Currently Eligible Vehicles

All vehicles in Dealer's stock

**I have received and agree to Preferred Price calculations and Dealer Invoice or NADA Trade-In Value documentation.**

Buyer Signature \_\_\_\_\_ Date \_\_\_\_\_



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