

**Toyota Motor North America  
Fleet Dealer Enrollment Form**

TMNA Only  
Case#

Dealer Type 4 - Yes, I do want to participate in the Toyota Executive Delivery (TED) program

Dealer Type 5 - No, I do not want to participate in the Fleet TED program

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**Dealer Name** (80 characters max)

**Dealer Code**

**Street Address 1** (50 characters max)

**Street Address 2** (50 characters max)

**City** (25 characters max)

**State Code**

**Zip Code**

**Website URL**

**Courtesy Delivery Contact (TED Coordinator) (Required)**

**First Name**

**Last Name**

**Title**

**Email Address**

**Phone**

**Mobile**

**Fleet.Toyota.com enhanced access level** (Default Access is Read Only with MSRP pricing)

Ordering    Emmediate Purchase    Preferred Pricing

**Fleet Sales Contact (if applicable) Same as TED coordinator**

**First Name**

**Last Name**

**Title**

**Email Address**

**Phone**

**Mobile**

**Fleet.Toyota.com enhanced access level** (Default Access is Read Only with MSRP pricing)

Ordering    Emmediate Purchase    Preferred Pricing

Toyota Motor North America Fleet Department offers all Toyota Dealers the opportunity to participate in the Toyota Fleet Program. The Toyota Fleet program offers product availability to dealers who have qualified fleet customers. In addition to the ability to sell additional product, dealers participate in the Toyota Executive/ Courtesy Delivery (TED) program for commercial, government and livery sales.

## Toyota Motor North America Fleet Dealer Enrollment Form

### Toyota Fleet Dealer Advantages:

1. Fleet.Toyota.com (FTC) will publish and distribute a National "Toyota Executive Delivery" Dealer Listing
2. Toyota.com will provide customers' ability to search by Fleet TED dealers
3. The Toyota Fleet dealer can choose to participate in any of our current and future fleet sales programs; current programs include Commercial, Government, Livery, Corp Rent-a-Car and Licensee Rent-a-Car.

### Toyota Fleet Dealer Expectations:

1. The Toyota Fleet dealer fully understands that Dealer is solely responsible for compliance with the terms of any agreement between the Dealer and a Fleet Account. Toyota Fleet Dealer fully understands that Toyota will not be responsible for a Toyota dealer's inability to meet any contractual commitment to its Fleet Account for any reason and that it is dealer's sole responsibility to collect payments from its Fleet Accounts.
2. To participate as a Toyota Fleet dealer, the Dealer **must** agree to:
  - a. Perform executive/ courtesy delivery of commercial, livery and government vehicles as outlined below:
    - i. Check-in and inspection of vehicle for damage. (Repair if necessary.)
    - ii. Provide title and license service (excluding Colorado and Mississippi).
    - iii. Clean and wash Fleet vehicle(s) prior to delivery.
    - iv. Install a full tank of fuel in the vehicle prior to delivery.
    - v. Provide a rewarding delivery experience to the drivers of a corporate account.
    - vi. Provide short-term storage for vehicle being replaced.
  - b. Appoint a dealership courtesy delivery contact/ TED Coordinator to coordinate deliveries.
  - c. Limit the delivery fee charged to the selling Dealer(s) or lease management company(ies) to an amount no more than \$350.00 per vehicle (Dealers may charge any amount less than \$350 in an attempt to gain more TED volume) \*Change will go into effect on January 1, 2019 for existing TED Dealers
    - i. **Exceptions apply in Colorado, Mississippi and /or any other state or county that requires a physical appearance at the Department of Motor Vehicles to complete the registration process for courtesy deliveries**
  - d. Acknowledge and abide by the guidelines set forth in the Toyota Fleet Policy and Procedures.

### Toyota Fleet Process Summary

1. Please refer to the Toyota Fleet Policy and Procedure for a full explanation of all program policies and procedures.
2. Toyota Dealers can submit orders for fleet production in those cases where the fleet customer meets Toyota's definition of a qualified fleet customer. This definition may vary by program, but generally includes the following requirements:
  - a. The Fleet customer is not an automobile dealer or broker,
  - b. The Fleet customer does not purchase vehicles primarily for resale
  - c. The Fleet customer meets the minimum Units in Operation (UIO) and program requirements to be eligible for the applicable Toyota Fleet program per the Toyota Fleet Policy and Procedure manual.
  - d. The Fleet customer intends to utilize the vehicle within the continental US/Alaska primarily in support of the company's business and not for personal use.
  - e. The Fleet customer certifies that all vehicles purchased under the Toyota Fleet program will not be resold until the following conditions have been met: **If Daily Rental account a)** remain in service for at least nine (9) months after registration, or **b)** the vehicle has accumulated at least 12,000 miles, **All other account types c)** remain in service for at least twelve (12) months after registration (unless totaled in an accident or stolen).

### Toyota Motor North America Fleet Dealer Enrollment Form

- f. The Fleet Account has applied for and been issued an **active Toyota Fleet Customer number**
  
- 3. The following fleet pricing features differ by fleet program and model year. Please check the fleet website, Fleet Policy and Procedure, or your Fleet Field manager for the current process:
  - a. Holdback, Finance Reserve and DAP
  - b. Published Incentives
  - c. Mid year Price Protection and Post year Price Assurance
  - d. Bid Assistance for Government accounts and Competitive Assistance for Commercial accounts
  
- 4. The Toyota Fleet Dealer will be subject to a Fleet Incentive Chargeback as well as a chargeback for the amount of any fleet credits such as price protection assistance, bid assistance and DAP credits paid to the Toyota Dealer if the Toyota post audit report indicates that registrations of fleet units were not registered to the account originally ordered, or if the vehicle is sold/ exported prior to the minimum in service time.

The undersigned Dealer acknowledges the above stated requirements of the Toyota Fleet Program and understands that revisions to the requirements of the program may occur from time to time as deemed necessary by, and at the sole discretion of, Toyota Motor Sales, Fleet Department. The Dealer further understands that failure to meet these program requirements, and/or any action on the part of the Dealer and/or its staff deemed by Toyota to compromise the integrity of this program, will constitute breach of this Dealership Enrollment Agreement and will be cause for immediate termination from participation as a Toyota Fleet Dealer.

**Agreed to and Accepted by:**

\_\_\_\_\_

Dealership

\_\_\_\_\_

General Manager or Dealer Principal

\_\_\_\_\_

General Manager or Dealer Principal Signature

\_\_\_\_\_

Date

\_\_\_\_\_

General Manager or Dealer Principal Email Address

6565 Headquarters Drive, Plano, TX 75024  
Form is also available online at <http://fleet.toyota.com>