

Commercial Drop Ship Requests to Third Parties

The undersigned hereby requests that the Toyota Fleet division of Toyota Motor Sales, U.S.A., Inc. (“TMNA Fleet”) set up a drop ship code to the following entity:

Name _____ Approximate Vol per month _____

Address _____ City _____ State _____ Zip _____

Contact Name _____ Email _____ Tel Number _____

Hours of Operation _____ Sat _____ Sun _____

Any Delivery restrictions or comments _____

In making this request, I, selling dealership, commercial account, or fleet management company (“FMC”), acknowledge and agree to the following:

1. I acknowledge and agree that the title and risk of loss of the vehicles sold will occur upon delivery to the drop ship location.
2. I represent that I have investigated the facility and determined that the facility is capable of enabling an automotive transporter to deliver vehicles.
3. I acknowledge and agree that both I and receiving facility must read and agree to the transportation procedures required of the receiving facility as specified in the TLS Transportation Claims Policy and Procedure Manual (the “TLS Manual”). Please refer to fleet.toyota.com. Any damage not noted or claim not submitted per the policy will be the responsibility of the customer or delivery location. I am responsible for providing the TLS Manual to the facility and ensuring that they comply with these policies and procedures.
4. The Pre-Delivery Service (“PDS”) ordinarily performed by TMNA Fleet on the sold vehicles will take place at a TMNA Fleet processing center. When the PDS is performed at a TMNA Fleet processing center, some components of the PDS designed to protect the vehicle during transportation are not completed. The selling dealer/Fleet Account/FMC will be responsible for and bear the expense of completing the PDS when the vehicle is not delivered to a Toyota dealer. These items may include but are not limited to Road Testing & Mirror Calibration, Adjust Tire Pressure, Body Plug Installation, Rap-guard Removal, Interior protective cover removal for door panels, seats, step covers, scuff plates, carpets, etc., Window Label Removal, Clock Setting, Shift interlock cover installation and Headlight Check. The selling dealer/Fleet Account/FMC is responsible for contacting TMNA Fleet to determine what PDS items remain to be completed.
5. I acknowledge that I will be invoiced for four gallons of fuel. I will bear the expense of installing a full tank of fuel in the vehicle upon delivery to the customer.
6. Issuance of a drop ship code does not represent any form of endorsement by TMNA Fleet of the receiving company or its products or services, nor is a drop ship code to be construed as a dealer code.
7. Any misuse of a drop ship code will result in immediate termination of the code.
8. Once a drop ship code has been established, TMNA Fleet will monitor it for activity on a monthly basis. If there have not been any drop shipments to the code’s location for twelve consecutive months (or such other period of time as determined by TMNA Fleet) the drop ship code will be terminated.

I certify that I have read the statement above and agree to the terms. I agree to indemnify Toyota Motor Sales, U.S.A., Inc. and hold it harmless from any suit, action, proceeding or claim of any kind brought or initiated as the result of the delivery of my vehicle to this facility

Fleet ID (FID) Account Officer (FMC or Commercial Account) **Signature/Title/Date**

Fleet ID and Account Name (FMC or Commercial Account)