



Dear Potential Star Leasing Co. Vendor Candidate,

Thank you for your interest in becoming a member of the Star Leasing Co. Vendor Network. In order to apply to become a Star Leasing Co. Vendor, the attached packet must be completed in its entirety along with all requested forms and documents. Completed potential vendor forms should be emailed to Iona.Morton@starleasing.com or can be faxed directly to (614) 274-1945 for final review and consideration. Please include your company W9 and certificate of insurance with the forms. The form is fillable and has electronic signature. No need to print this form.

Star Leasing Co. has been in business for over 45 years and realizes over 160 million in annual revenue. Star Leasing Co. provides quality one-source solution to our customers' over the road trailer needs. Star Leasing Co. has 300 employees and is 100% employee owned. Star Leasing rents and leases over 20,000 trailers to customers across North America. Star Breakdown Service (SBS) is the 24/7/365 break down incident call center for Star Leasing Co. In 2019, SBS handled over 14,000 breakdown events in which 38% were emergency and the other 62% were scheduled.

Regards,

Iona Morton | Vendor Administrator, SBS
Star Leasing Company

Office Fax: 614-274-1945
Office Phone #: 877-202-4116
3850 Holcomb Bridge Road
Suite 240
Norcross, GA 30092
StarLeasing.com





Hold Harmless Agreement-Vendor

I, _____, the undersigned—binding my heirs, executors, administrators, estates, and assigns—do hereby agree to completely and fully indemnify, defend, and hold harmless Star Leasing Co.; their respective partners and affiliated companies; and each of the foregoing parties' respective directors, officers, employees, independent contractors, and agents (collectively, the "Indemnitees," or individually, an "Indemnitee") from and against any and all claims, causes of action, and/or liabilities of every kind (collectively, "Liabilities") for injury to, or death of, any person or persons or for damage to, or loss of, personal property arising out of or attributed, directly or indirectly while providing services to Star Leasing Co., in connection with all services provided for Star Leasing Co.'s customer's, even if the Liabilities are caused in whole or in part by the negligence of any Indemnitee. I assume all risks involved with my activities, including the risk of damage to, or theft of, any of my personal property, and I waive and relinquish, covenant not to sue, and fully release and forever discharge the Indemnitees from any and all Liabilities whatsoever, at common law or otherwise, that may arise as a result of or in connection with any of my services provided, even if such Liabilities are caused in whole or in part by the negligence of any Indemnitee.

If this vendor is other than an individual, vendor certifies, warrants, and represents that the individual whose signature appears below is duly authorized to execute this agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

Vendor Legal Business Name: _____

FEIN: _____

Signature: _____

Printed Name: _____

Title: _____

Phone: _____



Star Leasing Company Vendor Invoice Processing

- Star Leasing Company will provide a reference number at time of initial service. Upon service being completed a work order or invoice must be forwarded to sbs@starleasing.com or faxed to (614) 274-1945. All information listed below must be listed clearly on the invoice or work order for prompt processing of the invoice. Once the invoice and pictures are received from the vendor a confirmed purchase order number will be supplied to the vendor for payment. Please remember that the information is required to supply to Star Leasing customers and it is very important for billing.

- **ALL INVOICES MUST BE RECEIVED FROM THE VENDOR WITHIN 60 DAYS OF THE ACTUAL REPAIR EVENT. ANY EXCESSIVELY LATE INVOICES MAY BE REDUCED BY 7% OR NOT PAID AT ALL.**

- All invoices require the following details:
 - Trailer Unit Number
 - Vin/Serial Number
 - Date and Time of Service
 - Location/Address
 - Hub Meter
 - Star Leasing Company Reference Number
 - Driver name (if applicable)
 - Tractor Unit Number if trailer is connected
 - Detail of repairs- including: Complaint, Cause and Correction
 - Labor Breakdown cost including travel, fuel etc.
 - Parts Breakdown cost
 - Pictures before and after all repairs and damaged tires

By signing below, I acknowledge the above process:

Signature: _____ Date: _____



Star Leasing Co. Vendor Insurance Coverage Requirements

In the event that your company is selected to provide over the road or in shop maintenance services for Star Leasing Co., a certificate of liability insurance must be on file with our company. The insurance proof should be sent on a reoccurring bases from your insurance company to Star Leasing Co. so that the dates are reflected in our database. Certificate requirements are as follows:

Certificate must provide evidence of the following coverage(s):

- \$1,000,000 Auto Liability that includes non-owned equipment coverage
- \$1,000,000 General/Garage Liability that includes non-owned equipment coverage

If performing towing services, also include:

- \$250,000 On-Hook/Cargo Liability per occurrence
- \$250,000 Garage Keepers Legal Liability per occurrence

Certificate Holder:

Star Leasing Co.
4080 Business Park Drive
Columbus, OH 43204
Phone: (614) 278-9999
Fax: (614) 274-1945

Regards,

Iona Morton | Vendor Administrator, SBS
Star Leasing Company

Office Fax #: 614-274-1945
Office Phone #: 877-202-4116
3850 Holcomb Bridge Road
Suite 240
Norcross, GA 30092
StarLeasing.com



CORPORATE NAME: Star Leasing Co. www.starleasing.com
CORPORATE ADDRESS: 4080 Business Park Drive, Columbus, Ohio 43204
Telephone: (614) 278-9999
Date incorporated: 1974 **Fed ID #: 31-0854574**

TYPE OF BUSINESS: Semi-trailer Rental, Leasing and Sales
Chassis Leasing and Sales
Semi-trailer Routine and Damage Repair Service
Semi-trailer Roadside Breakdown Repair Service

BANK: **via mail:** The Huntington National Bank
Attn: Credit Desk EA4W34
7 Easton Oval
Columbus, OH 43219
Must include a \$15.00 check payable to Huntington National Bank
OR online at: www.BankVOD.com

TRADE REFERENCES:

Vanguard National Trailer Corp
289 Water Tower Drive
Monon, IN 47959
(219) 253-2000
Email: Lisa Thompson
lthompson@vanguardtrailer.com

TNT Fleet Supply, LLC
3000 South Corporate Pkwy
Suite 400
Forest Park, GA 30297
(470) 427-740 X124
Lisa Stephens
Email: lstephens@tntpartsinc.com

Wells Fargo Equipment Finance, Inc.
733 Marquette Avenue
Suite 300
Minneapolis, MN 55479
Contact: Customer Service (Fax Only)
FX: (866) 878-5580
Customer#: 0010050199

A Mobile Maintenance
120 Peach Orchard Rd.
Cartersville, GA 30121
(678) 787-9672
Marcus Thompson
Email: marcus@nmhd.net

The undersigned hereby authorizes the above-mentioned bank, trade and/or credit references to release such information as is necessary for Star Leasing Co. to establish credit with requesting company.

Signed:  Title: Vice President and CFO Date: 1/1/2020



Star Leasing Co. Vendor Information

Star Leasing Co. will need to set up a "You're a Vendor" profile in our database to help us identify the right vendor to use by address location, type of repair, and pricing. In order to make sure we have this profile in our system, please fill out the questionnaire below. In addition, it is imperative to notify Star Leasing Co. if you add any additional equipment or locations to your company so that we can keep your company's profile in our database up to date. The information should be typed and then printed.

COMPANY BUSINESS INFORMATION	
Legal business name:	
Provide trade name if different:	
Accounts payable remit to address:	
How long have you been in business?	
How did you hear about us?	
What is your physical address for service?	
Company phone for service calls?	
After hours phone for service calls?	
What is the account contact name?	
What is the account contact position and phone?	
What is the account contact email?	
What are your hours of operation?	
What is your business fax number?	



Do you handle emergency road calls after hours? Y/N	
Do you require a credit application to be paid by purchase order? Y/N	
What are your payment terms? 30 or 45 days?	
What is your normal turnaround time for invoicing us?	
Do you have a trailer shop for maintenance? Y/N	
Do you operate mobile service trucks? Y/N	
Please list out all locations that you have trailer shops include full address.	
Please list out all physical locations that you have mobile service trucks. If needed you can list city, state and zip only. Do not list out areas/cities that you cover from location above.	



MAINTENANCE QUESTIONNAIRE

Do you repair trailers? Y/N	
Do you repair lift gates? Y/N	
Do you repair reefers? Y/N	
Do you repair Thermo King type reefers? Y/N	
Do you repair Carrier type reefers? Y/N	
Do you use a 3 rd party to complete any repairs? If so, please explain.	
Do you provide lock-out tag out procedures? Y/N	
Do you deliver diesel? Y/N	
Do you provide towing? Y/N	
Do you have the resources to perform FHWA inspections for trailer only? Y/N	
Are your mobile trucks equipped with equipment to complete computer diagnostics on trailers? Y/N	
Are your mobile trucks equipped with equipment to complete computer diagnostics on trailers? Y/N	
Are your technicians certified brake inspectors in accordance with 396.25 of the Federal Motor Carrier Safety Regulations? Y/N	
Do your technicians follow torque procedures/N	
Are your trucks equipped with welders? Y/N	



TIRE-SPECIFIC MAINTENANCE QUESTIONNAIRE

Are you a National Tire Account Dealer? Y/N	
If you are a National Account tire dealer please list out all of the brands.	
Do you provide tire replacement?	
Do you credit casings? Y/N	
What is your scrap tire fee?	
Do you torque all lug nuts using a calibrated torque wrench? Y/N	
Are you technicians TIA Certified? Y/N	



CUSTOMER SERVICE QUESTIONNAIRE	
Please list your references.	
Please list any jobs that are out of your scope of work. (If applicable)	
How are your technicians trained?	
What type of experience do your technicians have?	
What sets your company apart?	
Do you have a guaranteed response time?	
Are you able to provide and update us with the status of the work to be completed?	
Do your technicians use all safety precautions?	
Does your company have a safety program or any safety training for your employees?	
Do your techs have phones available that can take pictures of tires, inspections, etc.?	

VENDOR PRICING QUESTIONNAIRE	
What is your shop labor rate?	
What is your mobile/over-the-road (OTR) labor rate?	
What is your after-hour rate?	
Do you charge a service call out fee? If so, what is the amount? Be specific.	
Do you have a flat rate for the FWHA DOT /PM for a trailer? If so, what is the all in total amount?	



Do you charge a fuel surcharge? If so, what is the amount?	
Do you charge an environmental fee? If so, what is the amount?	
Do you charge any shop supply fees? If so, what is the amount?	
How is your shop supply fee calculated?	
Do you markup parts? What is the amount or percentage?	
Do you charge any other miscellaneous fees or minimums on labor or call out? Be specific.	
Can you provide a multi-unit discount?	
If set up as a preferred vendor, would you offer any discounts? This would identify you as preferred when searching our vendor database in the given area.	
Information Submitted by:	

Iona Morton | Vendor Administrator, SBS
Star Leasing Company

Office Fax #: 614-274-1945
Office Phone #: 877-202-4116
3850 Holcomb Bridge Road
Suite 240
Norcross, GA 30092
StarLeasing.com

