



Dear Potential Star Leasing Company Preferred Vendor Candidate,

Thank you for your interest in becoming a member of the Star Leasing Company, LLC ("Star") Preferred Vendor Network. In order to apply to become a Star Leasing Company Preferred Vendor, the attached packet must be completed in its entirety along with all requested forms and documents. Email completed potential vendor forms to martin.vojtas@starleasing.com for final review and consideration.

Star Leasing Company has been in business for over 45 years and provides quality one-source solutions to our customers' over-the-road trailer needs. Star rents and leases over 20,000 trailers to customers across North America. Star Breakdown Service (SBS) is the 24/7/365 breakdown incident call center for Star Leasing Company. Star Leasing Company is an I Squared Capital company. In 2019, SBS handled over 14,000 breakdown events in which 38% were emergency and the other 62% were scheduled.

Regards,

Martin Vojtas | Vendor Compliance Manager
Star Leasing Company

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 Company, LLC; 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 "Indemnatee") 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 company, in connection with all services provided for Star Leasing Company, LLC's customer's, even if the Liabilities are caused in whole or in part by the negligence of any Indemnatee. 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 Indemnatee.

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 Preferred 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 from the vendor must be forwarded to the email address or fax number listed below. All information listed below must be listed clearly on the invoice or work order for prompt processing of the invoice. Once the invoice or work order is received from the vendor and a confirmed a 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 15 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
 - Tag/License # of trailer
 - 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 required: License Tag, Unit Number, Vin Plate, failed component - before and after.

Star Leasing Company, LLC
3850 Holcomb Bridge Rd. Suite 240
Norcross, GA 30092
(877) 202-4116 (Phone)
[Email: SBS@StarLeasing.com](mailto:SBS@StarLeasing.com)

By signing below I acknowledge the above process:

Signature _____ Date: _____



Star Leasing Company Preferred Vendor Insurance Coverage Requirements

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

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

High Hazzard Services Including trailer repair, electrical work, roof repairs, and transporting trailers, etc.:

- Star Leasing Company, LLC must be listed as Additional Insured.
- \$1,000,000 per occurrence Combined Single Limit Auto Liability that includes non-owned equipment coverage.
- \$1,000,000 per occurrence/\$2,000,000 aggregate General/Garage Liability that includes non-owned equipment coverage.
- Employer's Liability \$1,000,000.
- Proof of Workers Compensation Insurance. If not required by the state to carry Workers Compensation Insurance, provide proof of exemption.

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 Company, LLC
4080 Business Park Drive
Columbus, OH 43204
(877) 202-4116 (Phone)

martin.vojtas@starleasing.com

SBS@starleasing.com

Regards,

Martin Vojtas | Vendor Compliance Manager

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CORPORATE NAME: Star Leasing Company, LLC 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
Lisa Thompson
[Email: ltompson@vanguardtrailer.com](mailto:ltompson@vanguardtrailer.com)

TNT Fleet Supply, LLC
3000 South Corporate Pkwy
Suite 400
Forest Park, GA 30297
(470) 427-7740 X124
Lisa Stephens
[Email: lstephens@tntpartsinc.com](mailto: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](mailto: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 Company, LLC to establish credit with requesting company.

Signed:

Title: Chief Financial Officer

Date: 03/22/2021



Star Leasing Company Preferred Vendor Questionnaire

Star Leasing Company will need to set up your vendor profile in our database that helps us identify the right vendor to use by address location, type of repair, and pricing. To make sure we have your profile in our system correctly, please fill out the questionnaire. It will also be important to notify Star Leasing Company if you add any additional equipment or locations to your company, so that we can add that to our database profile for your company in the future.

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?	
What is the address to remit payment?	
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?	
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 locations you have mobile service trucks. If needed, you can list city and state only.	
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 to complete computer diagnostics?	Y/N	
Are your technicians certified brake accordance with 396.25 of the Federal Carrier Safety Regulations?	Y/N	
Do your technicians follow torque procedures?	Y/N	
Are your trucks equipped with welders?	Y/N	
Maintenance		
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		
Do you have any references? Please list.		
Are there any jobs that are out of your scope of work? Please list.		
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 us and update 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.?	

(Questionnaire continue on next page)



Preferred Vendor Pricing Questionnaire

What is your shop labor rate?	
What is your mobile/OTR labor rate?	
What is your after hour rate?	
Do you charge a service call out fee? If so what is the amount?	
Do you have a flat rate for the FWHA DOT inspection? If so, what is the 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 %?	
Do you charge any other miscellaneous fees? Can you provide a multi-unit discount?	
If Star Leasing Company sets you up as a preferred vendor, would you offer any discounts? This would identify you as preferred when searching our database of vendors in the given area.	

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