

VENDOR INSTRUCTIONS

Service can be performed within 500 miles before or after the stated odometer interval and this brochure serves as authorization to perform the maintenance as indicated.

Any additional service or work outside of the mileage limitations must be authorized.

Fleet Maintenance Authorization: **877.870.4999**

DO: Review maintenance schedule and select the schedule for the mileage interval that matches the current odometer reading.

MATCH the unit number and the VIN to the vehicle presented for maintenance. Utilize the brochure **as your approval to complete the work** referenced on the appropriate schedule. No verbal consent is required for the items listed unless the vehicle is outside of the mileage limitations.

Reference at minimum the **Unit Number, VIN, mileage** and **model** with any invoice that is submitted for work approval.

National Preferred Vendors:

Send invoices through the National Account.

Preferred Vendors:

Please send a final invoice within 150 days of the service date for payment to fmfaxregular@merchantsfleet.com or fax to 603.218.6386

Non-Preferred Vendors:

Please send a final invoice within 50 days of the service date for payment to fmfaxcreditcard@merchantsfleet.com or fax to 603.218.7042

Become a preferred vendor:

www.merchantsfleet.com/become-a-vendor



PREVENTIVE MAINTENANCE SCHEDULE

7,500 ELECTRIC VEHICLE

Recommend that major mechanical services are completed at OEM Dealership.

EVERY 7,500 SUGGESTED MAINTENANCE

Check Tire Tread Depth & Check and Set Tire Pressures

Rotate Tires - Perform Courtesy Visual Brake Inspection While Wheels Are Off

Check Hoses & Fluids (Top Off As Needed)

Lubricate Body Components

Check Accelerator Pedal for Damage, High Effort, or Binding (Replace if Needed)

Comprehensive Multi-Point Vehicle Inspection

EVERY 15,000 SUGGESTED MAINTENANCE

7,500 Suggested Maintenance with Addition:

Check Cabin Filter - Replace, if Needed

EVERY 22,000 MILES SUGGESTED MAINTENANCE

Passenger Compartment Air Filter Replacement (or Every 24 months, whichever Occurs First)

EVERY 75,000 MILES SUGGESTED MAINTENANCE

Inspect Hood and/or Body Lift Support Gas Struts. Or Every 10 years, whichever Comes First. Call for Authorization for Replacement

EVERY 150,000 MILES SUGGESTED MAINTENANCE

Drain and Fill Vehicle Coolant Circuits. Or Every Five Years, whichever Comes First

Every Five Years

Replace Brake Fluid Every Five Years

Air Conditioning Desiccant (Replace Every Seven Years)

The Air Conditioning System Requires Maintenance Every Seven Years. This Service Requires Replacement of the Desiccant to Help the Longevity and Efficient Operation of the Air Conditioning System. This Service can be Complex. See your Dealer for Assistance.

Pre-Approved Maintenance Over Mileage

Check Cabin Filter Element - Call For Authorization To Replace

Rotate Tires - Perform Courtesy Visual Brake Inspection While Wheels Are Off

Check Tire Tread Depth & Check and Set Tire Pressures

Check Hoses & Fluids (Top Off As Needed)

Courtesy Multi-Point Vehicle Inspection