CHASSIS POOL PROCEDURES

Please follow these steps to insure a smooth transition of paperwork and chassis equipped with Reading bodies. If you have any questions, you may contact Reading’s Customer Service Department at 610-775-3301.

Chassis Acknowledgments
We receive acknowledgments on every chassis after order placement. These acknowledgments can be accessed on the Reading Resource Center (log in required) and includes:

- Chassis order number
- OEM and model
- All options and option codes

These acknowledgment sheets can be used by dealers to obtain a price. They will need to use their OEM computer pricing program and/or pricing guides to determine their price.

Chassis Invoices
We receive invoices from Ford and Ram approximately two weeks prior to the chassis being produced. We receive invoices from GM when the chassis is actually produced. All invoices have a warning stamp:

**IMPORTANT NOTICE:**
This is not a retail invoice and does not represent the final dealer cost. Dealer must re-price vehicle to determine actual cost.

Do not price a chassis to a dealer. It is their responsibility to determine their price, not yours. There are several items that need to be added or subtracted from price on the invoice. The invoices do not include holdback, advertising funds, financing costs, etc.

Quoting a Pool Unit to a Dealer

- Verify availability of chassis
- Determine availability of equipment
- Obtain chassis completion date from Customer Service Representative
- Fax acknowledgment or invoice to dealer to be sure chassis has desired specifications
- Determine freight charges
  - If using Reading drive-away, obtain rate from the customer service
    - Distributor load
    - Distributor drive-away
    - Freight Re-entry / Ship-Thru
**Chassis Ordering Procedure**

1. Once you have located a chassis on our inventory, immediately notify the customer service representative to ensure the chassis is available and have them record it as a sold unit.
2. Please obtain a purchase order number or signed quote from your dealer. This must include the last 8 of VIN of chassis or chassis factory order # as well as detailed information on upfit.
   - This dealer PO or signed quote MUST be furnished to RTB along with your distributor PO.
3. A purchase order from your distributorship as well as your dealer PO or signed quote must be sent to your customer service representative within 48 hours of reserving a chassis. The fax number is 610-775-6513.
4. Your purchase order must contain the following information:
   a. Purchase order number
   b. Chassis factory order # or VIN
   c. Dealer name
   d. Dealer code
   e. Reading equipment to be installed (all mounting, painting and freight charges are in your price book)
   f. Note if unit is for "Freight Re-entry/Ship-Thru"
   g. Method of shipment, if not freight re-entry/ship-thru
   h. Signed quote or PO from purchasing dealership
5. If the chassis is a GM unit, the dealer must request the unit at [www.gmdealerworld.com](http://www.gmdealerworld.com)
6. If the GM chassis has a build date, but no request number, the order will not be processed until a request number is received. If a request number is not received within 5 business days of receiving a distributor purchase order, the chassis will be considered canceled and will be made an available chassis.
7. Prior to upfit completion, the chassis will be transferred to the dealer’s inventory. Once transfer is completed, dealer invoice and title will be mailed to the dealer from the OEM. A chassis cannot ship from our pool until this reassignment/rebill has processed with the OEM. This is an overnight process for Ford and GM. You will be notified when a Ram unit has been reassigned – this requires your dealer to log into Dealer Connect and accept the reassignment to enable the transaction to process.
8. Upon completion of the unit, Reading will do one of the following:
   - Ship the unit per distributor's instructions, or in the case of distributor pick-up, Reading will notify you of the pick-up date. Completed units must be picked up within five days of completion, or
   - Follow procedure of having unit re-entered into the chassis manufacturer's transportation system if identified as such on purchase order.

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