



## Parts pick up Policy:

9/1/2009

Beginning Tuesday, September 1, 2009, only authorized employees or other designated parties will be allowed to place orders, sign for and pick up parts.

The reason for this policy update is to protect our valued customers from improper charges or parts being picked up by unauthorized individuals.

We, at Carolina Tractor, want to provide the best customer service in all areas and security of your funds. Your Carolina Tractor account is valued with the highest level of integrity.

In order to better serve you, if for any reason you deem it necessary to have individuals other than your employees, to place parts orders or pick up parts, please provide the individuals' name and company they work for below. We will update your account information to show this authorization and keep this signed document on file for future reference. Please note that it is your responsibility to make Carolina Tractor aware of any changes of parts ordering and pick-up personnel so that we can ensure that your account information is accurate.

If there are any questions or concerns due to this updated policy please feel free to contact your local Branch Manger.

### Please fill out and return to:

Carolina Tractor  
C/O Parts Department  
PO Box 1095  
Charlotte, NC 28201

Your Company Name \_\_\_\_\_

Authorizer, Printed Name \_\_\_\_\_

Authorizer's Signature \_\_\_\_\_

Authorized Individual \_\_\_\_\_

Authorized Company \_\_\_\_\_