

Instructions for Adding a Local Fleet

Local fleet business is a tremendous way to grow car count and instill customer loyalty. Ivy Lane has simplified the method to attract local fleets to help you grow your customer count.

Most fleets will opt for our **Pay At Time of Service** account (PATs). This is simply a local fleet that has the same discounts and record keeping of any fleet but the driver will pay with Cash/Check or Credit Card at the end of the service. This type of fleet account can be used for businesses, local organizations or groups, and even families with multiple vehicles. Your customers will get their great VIOC service and not have to worry about keeping track of coupons or other discount methods; it's automatic. You enter these as any other type of fleet by searching the name or account number. This is currently the preferred method for acquiring fleets both by us and by the customers!

On-Account fleets would generally be your commercial customer who has an office that will pay us once per month. We love these type of fleets as well although not as many customer will opt for this method of payment.

With either type of account we have simplified the method for adding fleets to the POS, but you must provide us with the following:

1. **Name of Fleet, Organization, or Personal Name (How you will look up the fleet in the POS)**
2. **Complete Address**
3. **Telephone Number**
4. **Payment Type**
 - a. **PATS – Generally used for all but select businesses**
 - b. **ON ACCOUNT – Generally only for businesses or larger organizations**
5. **Email Address for automated delivery of all invoices**
 - a. **The fleet contact will immediately get an invoice copy**
6. **Estimated Number of Vehicles**

Simply email this information to ivylanefleet@ivylanecorp.com

We will generally set up all fleets with access to purchase any of our products. Fleet discounts will be applied automatically and will be 15% on all products and services unless otherwise approved by the office. DO NOT approve a fleet discount more than 15% without office approval.

Once a fleet is added to the system you will receive an email response.