

Dear Automobile Dealer:

We would like to take this opportunity to welcome you to the **AKRON AUTO AUCTION** and to introduce you to our staff and services.

As a new customer you will need to register with our **REGISTRATION DEPARTMENT**, which will include receiving your Akron Auto Auction photo identification card. Also, until your application is completely processed, your titles for units purchased will be held until your checks clear. Amy Wright, our Registration Manager, and her staff would be happy to answer any questions you may have.

The **REGISTRATION DEPARTMENT** is also where you will reserve numbers for vehicles you wish to sell at the **AKRON AUTO AUCTION**. The entry fee for each vehicle is \$15.00. Be sure to stop at Registration and reserve your numbers for the following Tuesday sale. Once you reserve a number only your dealership can fill that number. If for any reason you cannot, please cancel by 11:00 on the Monday prior to the sale. Numbers that are not canceled at this time will be charged a \$25.00 "No Show" fee in addition to the \$15.00 entry fee. The seller is responsible for marking each unit with their correct Auction I.D. number and the lane where the unit is to run (i.e. C22222) or simply call the **REGISTRATION DEPARTMENT** for your dealer code.

The **AKRON AUTO AUCTION** services many banks statewide as a lease turn in point. These off lease units may then be purchased in our lease lane. Our **LEASE DEPARTMENT** will fax you a run list upon request. If you are a lease company and would like to run in our lease lane please contact Randy Linsted in the **LEASE DEPARTMENT**, (330) 724-7708.

Our Public Sales are held on the first and third Thursday of each month. If you are interested in attending our Public Sales or would like to register one or more of your own repossessed vehicles, simply contact Randy Linsted in the **REPO DEPARTMENT**. He can be reached at (330) 724-7708.

We have an exceptional staff that will process your necessary paperwork. We also ask each seller to announce if the title is present at the time of the sale as well as any other announcements that might accompany each vehicle (TMU, Frame Damage, Paint Work, etc.). Buyers are asked to use their I.D. card/bidder badge and to sign the paperwork on the block. **Be sure to check the paperwork for correct sale price, year of vehicle and mileage at this time.** Sellers should pick up their copy of the paperwork before they leave the block if they sell the vehicle. Buyers are to pay for the vehicles in the main

office within **one (1)** hour. The seller's check will be processed two hours after the sale of the vehicle.

For questions about titles and checks, please call our **TITLE DEPARTMENT**. Our office must receive your titles within ten (10) working days following the sale date or you will be charged a late title fee and the purchaser may void your sale.

Our **RECON DEPARTMENT** is located in the white building to the south east of the main auction facility. Randy Strubel and his staff will help you get your vehicles ready for the sale. Call Randy for prices on services from car wash to complete reconditioning or simply fill out a recon request form and fax it to Mr. Strubel's attention.

For pick-up or delivery of vehicles, you will need to visit our **TRANSPORTATION DEPARTMENT**. They can answer your questions about delivery times and prices. Please bring your copy of the paperwork to the **KEY ROOM** with you when arranging for deliveries or when picking up your vehicles.

If you are interested in obtaining a **FLOOR PLAN**, simply stop in and visit Rick Wakefield, Floor Plan Services Director, who will be glad to better educate you on our policies and procedures regarding **FLOOR PLAN** as well as offer you an application.

If you need further details or would like a personal tour of the facility, please feel free to call myself, at (330) 773-8245. Also, please feel free to visit our website for many other features and services at:

WWW.AKRONAUTOAUCTION.COM

We are looking forward to serving you.

Sincerely,

Chad M. Bailey
General Manager