

AutoSysCon, Inc.
P.O. Box 79671
Saginaw, Tx 76179-0671

www.autosyscon.net

Fort Worth, Texas Area
(817)929-2334

Denver, Colorado Area
(303)910-0893

Travel Policy
June 1, 2017
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I. Service Call Travel

1. Local Service Area

a. Mileage

There is no mileage charges for travel within the local service area. This area is described as within 10 miles of the largest city in which the AutoSysCon, Inc. offices are located. In the case of Fort Worth, Texas this includes Dallas as well.

b. Toll Road Charges

The use of toll roads is optional, and at the discretion of the traveling service technician. If the toll roads are utilized, the customer will be bill the actual amount of the toll.

c. Hourly Travel Charges For Technical Personnel

The hourly rate for travel will be set at \$35.00 per hour.

2. Beyond Local Area

a. Mileage

The mileage will be charged beginning at the AutoSysCon, Inc. office, and end at the same location. The amount to be charged is the Standard amount as set by the US Government.

b. Toll Road Charges

The use of toll roads is optional, and at the discretion of the traveling service technician. If the toll roads are utilized, the customer will be bill the actual amount of the toll.

c. Hourly Travel Charges For Technical Personnel

The hourly rate for travel will be set at \$35.00 per hour.

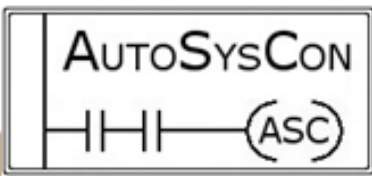
3. Minimum Service Call Hours.

a. Local Service Area

A minimum of 2 hours will be charged.

B, Beyond Local Area

A minimum of 4 hours will be charged.



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II. Sales Call Travel

1. Local Service Area

a. Mileage

No Mileage will be charged to customers or potential customers.

b. Toll Road Charges

No toll charges will be charged to customers or potential customers.

2. Beyond Local Area

a. Mileage

No Mileage will be charged to customers or potential customers.

b. Toll Road Charges

No toll charges will be charged to customers or potential customers.

III. Project Travel

1. Local Service Area

a. Mileage

The mileage will be charged beginning at the AutoSysCon, Inc. office, and end at the same location. The amount to be charged is the Standard amount as set by the US Government.

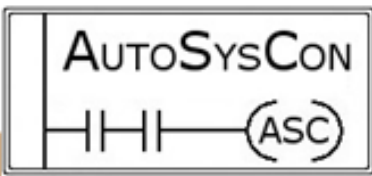
b. Toll Road Charges

The use of toll roads is optional, and at the discretion of the traveling service technician. If the toll roads are utilized, the customer will be bill the actual amount of the toll.

c. Hourly Travel Charges For Project related Technical Personnel

The hourly rate for travel will be set at \$50.00 per hour.

d. Travel charges may already be included in the project. In this case, no travel charges will apply.



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IV. Warranty Travel

1. Local Service Area

- a. Mileage**
No Mileage will be charged to customer.
- b. Toll Road Charges**
No toll charges will be charged to customer.
- c. Hourly Travel Charges For Technical Personnel**
There will be no hourly travel charge for technical personnel.

2. Beyond Local Area

- a. Mileage**
No Mileage will be charged to customer.
- b. Toll Road Charges**
No toll charges will be charged to customer.
- c. Hourly Travel Charges For Technical Personnel**
There will be no hourly travel charge for technical personnel.

V. Out of Warranty Travel

This will be the same as a Service Call. See section I.

VI. Hot-Shot or Delivery Travel

1. Local Service Area/ Beyond Local Area

- a. Mileage**
The mileage will be charged beginning at the AutoSysCon, Inc. office, and end at the same location. The amount to be charged is the Standard amount as set by the US Government.
- b. Toll Road Charges**
The use of toll roads is optional, and at the discretion of the traveling personnel. If the toll roads are utilized, the customer will be bill the actual amount of the toll.
- c. Hourly Travel Charges For Non-Technical Personnel**
The hourly rate for travel will be set at \$35.00 per hour.