

**2016 TMG Employee Purchase Program**

With the intent to better support TAP Employees we have instituted an Employee Purchase Program that offers discounted prices (below TAP’s cost) on all TMG Branded Products. This is a huge benefit to all TAP Employees and helps TMG get products on employee vehicles. Please follow guidelines below.

**Qualifications**

* Must be employed a minimum of 90 days to participate
* This Program is a benefit to TAP Employees only and cannot be extended to family or friends
* Purchases must be paid in full including any applicable freight costs
* Employee must not have intention of reselling parts or selling the vehicle the parts are for within 12 months

**Pricing Inquiries**

1. Log into Dealerslink [www.dealerslink.net](http://www.dealerslink.net) (**User:** TMG **Password:** 8835) and enter part number in the “Part Check Field” to see TMG Employee Price
2. Or do a quote in Legend on account 7388835 (TMGEPP search key)

**Placing an order**

1. The store manager will start a sales order in your store on account 7388835 (TMGEPP search key)
2. Do a transfer to get all parts into your store.
3. Pay for the parts using the DEP code on the line in the sales order.

**Finalizing an order**

1. Once all parts have been received and been paid for, email your invoice number to orders@procompusa.com. They will ACS the ticket to 971 so we take the GP hit. We will also take the parts out of your inventory at the same time.

***Note:***

-Orders will be shipped to a 4WP Store or TAP Warehouse only, no shipments to home addresses

-Please allow 1-2 business days for TMG processing

-Since the transaction will be processed through TMG, TAP departments will not take a negative GP hit

-If your order requires special handling outside these guidelines, please contact Heather Murphy

-Send order inquiries to orders@procompusa.com (please note your invoice number)

The company reserves the right to discontinue this program in its sole discretion and/or to deny any employee who abuses this right for the benefits of this program. The TMG EPP will apply to only eligible and current employees. It is not to be abused and can be revoked altered or refused at any time. Employees determined to be abusing this policy will have this privilege revoked with disciplinary action.