



March 31, 2016

**Change to Flexi-Van Leasing, Inc. Motor Carrier Invoice Format**

To our valued motor carrier customers,

We would like to bring to your attention that our invoice format has changed.

There is a new line item of charges called "Charges for unauthorized use"

These are charges that are a result of not having an approved contract with Flexi-Van, namely due to one of the following:

- 1) Suspension due to Insurance
- 2) Suspension due to Credit
- 3) Not being Registered with Flexi-Van

Our previous invoice format showed the unauthorized rate of \$30 for each invoice line item when user is not approved for any of the above reasons.

The new format will show the approved pool rate for each invoice line item, and the summary of the unauthorized portion in the "Charges for unauthorized use" section. The "Charges for the unauthorized use" will be equal to the difference between the approved rate and \$30 rate, multiplied by the total billable days.

This change will not impact customers that maintain approved status for credit and insurance.

Our hope is that this new format will assist with the accounting and processing of unauthorized charges.

Sincerely,  
Flexi-Van Leasing, Inc.