

January 30, 2010

**Company Name** Employee:

**Company Name** is committed to environmental stewardship as an integral part of our operations, with specific emphasis in the area of emissions reduction. In purchasing vehicles for company business, we find it important to price a variety of vehicles (traditional, hybrid or other new technology) in order to compare fuel efficiency, emissions, and long term cost savings.

Attached is the questionnaire sheet and minimum requirements for a vehicle. Each vehicle bid must meet or exceeded the minimum requirement. Please use a separate questionnaire for each vehicle that you propose.

Any additional fees such as licensing and warranty should be included in the cost of the vehicle.

I thank you for your time and consideration. Should you need further information, please feel free to contact me.

Sincerely,

**Name**

**Title**

**Company Name**

enc.

Please provide three vehicle options for review. A separate form should be provided for each option.

**Company Name**  
**Vehicle Purchase Questionnaire**

Employee Name and Department: \_\_\_\_\_

Date: \_\_\_\_\_

Dealer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

**The following specifications are required: Automatic transmission, air conditioning, power steering and power brakes, AM/FM radio and clock with CD player, rear window defogger, cruise control, power locks, keyless entry, power windows, four doors, floor mats and mud flaps, front-wheel drive, rear seat fold down, minimum seating-five passengers, one-year warranty.**

**Your proposed vehicle:**

1. Vehicle Model and Year: \_\_\_\_\_

2. Engine Size: \_\_\_\_\_

3. Estimated miles / gallon (**must be in excess of 30 hwy mpg**) \_\_\_\_\_

4. Does the vehicle use hybrid or other new technology? Elaborate: \_\_\_\_\_

\_\_\_\_\_

5. Emission standard: \_\_\_\_\_

6. Date vehicle could be available: \_\_\_\_\_

7. Vehicle price before tax and license: \_\_\_\_\_

8. Tax and license fees: \_\_\_\_\_

Cost of Vehicle: \_\_\_\_\_

One Year Warranty: \_\_\_\_\_

Total Cost: \_\_\_\_\_