

What needs to be filed?

Delivery and Preparation Obligations (also known as Pre-Delivery Inspections or PDI)

- 1) Each manufacturer shall provide information to the Board explaining the obligations imposed on dealers by the manufacturer with regard to the delivery and preparation of the units the manufacturer sells through dealers in California. If your company uses a PDI Checklist and it encompasses the entire obligation imposed upon the selling dealer, you can simply submit a copy of the PDI Checklist. Information can also be submitted in the form of copies of sections of manuals or contracts that identify the obligations, or a letter to the Board on company letterhead detailing the obligations.

Schedule of Compensation for Delivery Preparation Obligations (PDI Reimbursement)

- 2) Does your company reimburse dealers for the performance of Pre-Delivery Inspection Obligations? If so, identify how they are compensated for the work.

For example:

- Are dealers compensated different amounts based on the type of unit?
- Are dealers paid a flat dollar amount for performing the obligations?
- Are dealers paid a flat time at a particular labor rate for performing the obligations?
 - If so, state what the values are.
 - An example might be: The manufacturer pays 1.2 hours at the dealer's posted shop rate or agreed upon labor rate; or they pay \$50 per unit; or hours paid for each unit if they differ from model to model.

Warranty Reimbursement Schedules or Formulas

- 3) How your company reimburses for warranty repairs. Report the warranty reimbursement schedule (or formula for RV manufacturers) for your franchisees.

For example:

- Does your company pay the dealers' retail labor rate and retail parts rate?
- Has your company entered into a voluntary written agreement with any franchisees at rates other than the franchisee's retail labor rate and retail parts rate? **If you have entered into a voluntary written agreement, you do not need to provide it to us.**
- Does your company use a flat rate manual or pay the straight time submitted by the dealer for any given repair? Please state how your company pays dealers for its warranty repairs in your response. **If you use a flat rate manual, you do not need to provide it to us.**

If dealers **do not have any obligations** with respect to any of the above categories, or **if you have no dealers** in California, please state so in a letter to the Board on your company letterhead.

Filings Subject to Public Disclosure

The Board maintains all of these filings as public records subject to disclosure under the California Public Records Act (Gov. Code § 6250 et seq.) Therefore, any documents filed will be subject to public records requests, even if your company has stamped or identified the documents as confidential. Please contact our office if you have questions about the confidentiality of documents your company will be filing.