



## **AUTO KNIGHT MOTOR CLUB 24 HOUR ROADSIDE ASSISTANCE SERVICES**

### Independent Service Provider Application

Dear Applicant,

Thank you for your interest in joining our network of independent service providers. Once your application has been processed and approved, you will be issued a vendor number and you will receive information pertaining to submitting invoices for payment and how to reach us. You can submit your application via fax, email or through the mail.

#### *Insurance Requirements:*

In order to keep you in our dispatch system, Auto Knight must have on file at all times, a copy of your current certificate of insurance. Please ask your insurance agent to list Auto Knight as a certificate holder, with certificates to be sent to this address:

Name and Address of Certificate Holder

Auto Knight Motor Club  
ATTN: Catherine Choquette-Vendor Relations  
1009 N. Palm Canyon Drive  
Palm Springs, CA 92262

Please do not hesitate to contact us if you need any assistance completing the application. You can submit your application via fax, email or through the mail.

*The minimum requirements for Auto Knight Motor Club are as follows:*

- (A) Comprehensive General and Automobile Liability.
- (B) Garage Keeper's Legal Liability Insurance (including, but not limited to, "On-Hook" Liability Insurance) and any additional coverage or limits as may be required by applicable law.
- (C) Service provider shall provide Auto Knight Motor Club with a Certificate of Insurance evidencing Servicer's compliance with these insurance requirements

We will also need a W-9 from your company.

**Auto Knight Motor Club Subcontracting Info and Rate Sheet**  
**BUSINESS INFORMATION:**

Date: \_\_\_\_\_ E- MAIL \_\_\_\_\_

Company name: \_\_\_\_\_

Complete Billing address: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Bus Phone: \_\_\_\_\_ Alt # \_\_\_\_\_

Fax: \_\_\_\_\_

Hours of Service \_\_\_\_\_ Days Closed: \_\_\_\_\_

Max. Radius of service: \_\_\_\_\_ miles

Please note cities that you service: (if addtl. Cities please attach sheet)

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**SERVICE CALL RATES: (Light and Medium Duty)**

Lock out, jump start, out of gas, and tire change

Day Rate: \$ \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_

Night Rate: \$ \_\_\_\_\_ Hours : from \_\_\_\_\_ to \_\_\_\_\_

Free miles included in service charge: \_\_\_\_\_ (Typical # of miles-15 free inroute)

Cost per addtl mile \$ \_\_\_\_\_

Do you carry an air compressor? \_\_\_\_\_ If so, \$ \_\_\_\_\_

**GOA FEE:** \$ \_\_\_\_\_ after the first 30 minutes. Negotiable if ETA sooner. (Auto Knight does not pay mileage on the GOA)

Dollies: \_\_\_\_\_ Mobile Repair: \_\_\_\_\_

Winching: (describe policy) \_\_\_\_\_

Extra cost for flat bed if any: \$ \_\_\_\_\_

Number of vehicles? F/B \_\_\_\_\_ W/L \_\_\_\_\_ Service \_\_\_\_\_ misc eqpt \_\_\_\_\_

Do you have any other Club contracts? \_\_\_\_\_

Are you currently operating 24/7? \_\_\_\_\_

Holiday rates if any: \_\_\_\_\_

Recognized Holidays: \_\_\_\_\_

**Please note:** Auto Knight will not authorize payment for a “fuel surcharge” unless expenses are discussed and approved at time of dispatch.

**TOWING RATES: Light and Medium duty:**

**Day Rate:** Light\$ \_\_\_\_\_ Medium\$ \_\_\_\_\_  
Daytime Hours: from \_\_\_\_\_ to \_\_\_\_\_

**Night Rate:**Light\$ \_\_\_\_\_ Medium\$ \_\_\_\_\_  
Evening Hours: from \_\_\_\_\_ to \_\_\_\_\_

Free in route miles: \_\_\_\_\_ (Typical 15)      Inroute mile cost\$ \_\_\_\_\_  
Free loaded miles: \_\_\_\_\_                      cost per addtl mile\$ \_\_\_\_\_

**Heavy Duty Service Call Rates:**

Lock out, jump start, out of gas, and tire change

Service call out fee: \$ \_\_\_\_\_  
Mileage: Free in route \_\_\_\_\_ Additional cost per mile \$ \_\_\_\_\_  
Hourly Rate: Daytime: \$ \_\_\_\_\_ Night Rate: \$ \_\_\_\_\_  
Fuel Surcharge? yes or no? \_\_\_\_\_ \$ \_\_\_\_\_  
Auto Knight will only pay for this if pre-negotiated rates apply.  
Other: \_\_\_\_\_

**Heavy Duty Towing:**

Day Rate: Heavy\$ \_\_\_\_\_ (HOURLY)  
Night Rate: Heavy\$ \_\_\_\_\_ (HOURLY)  
Drive Shaft \$ \_\_\_\_\_  
Fuel Surcharge? yes or no? \_\_\_\_\_ \$ \_\_\_\_\_  
Auto Knight will only pay for this if pre-negotiated rates apply.  
Other: \_\_\_\_\_

Thank you for submitting your bid to Auto Knight Motor Club. Existing rates will apply unless renegotiated by both parties. Please allow 2 weeks for processing.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or fax this rate sheet along with your **Certificate of Insurance and W-9** to:

Auto Knight Motor Club  
Attn: Catherine Choquette-vendor relations  
1009 North Palm Canyon Drive  
Palm Springs, California 92262  
800-451-0459  
Fax to 760-262-3999  
[catherine@autoknight.com](mailto:catherine@autoknight.com)

Respectfully,

Catherine Choquette