Memorandum

To: Gill Bates

From: Henry Ford

Date: March 24, 2002

Subject: Renewal – Capital Rental

We are considering renewing our agreement with Capital Rental, who has served as our primary car rental service for the last three years. Capital Rental is willing to offer preferred customer rates if we do business on a volume basis. The agreement will require us to rent from Capital Rental whenever you need to rent a car. If Capital Rental is unavailable, then Interstate Autos is our backup supplier.

Capital Rental has nominated the Red Carpet Club as our preferred customer service. Application forms will be available through Julie Gould at extension 7502.

The following are the basic rates effective January 1, 2001 on non-surcharge cities:

**Car Class Rate Per Day**

Subcompact $36.00

Compact $37.00

Midsize $38.00

Full Size 2 Door $39.00

Full Size 4 Door $40.00

Luxury $63.00

A full list of surcharge cities and rates to be added to the above is available at Capital Rental’s counters. The following rates include surcharges, re-fueling services, taxes, or optional coverage for the Northeast only:

All rates include unlimited mileage. When the vehicle is not returned to the original rental city, you are charged the appropriate Corporate rate plus a one way charge of $.28/mile.

**Optional Coverage**

The Collision Damage Waiver (CDW), Personal Accident Insurance (PAI), and Person Effect Coverage (PEC) should be waived on all business rentals.

**Company Policy**

1. Specify compact car whenever possible.
2. In all areas where there is a company-designated travel agency, reservations must be made through the agency and charged to your personal credit card.
3. You are entitled to use the Corporate Discount Rate for personal travel. However, insurance options become your own responsibility.