

Thank you for choosing to partner with Success Leasing. This checklist will walk you through the process of turning in your truck. We suggest starting to prepare for your truck turn-in process around 30 days from your lease completion. Give us a call if you have any questions at 800-491-1240.



### **PRIOR TO TURN-IN**

- Communicate with your payroll advisor and discuss items relevant to end of lease including health insurance and garnishments.
- Take the time to clean your truck. The cleaner your truck is when turned in, the cheaper your detail bill will be.
- If you ordered a new truck, email [update@primeinc.com](mailto:update@primeinc.com) or call 800-491-1240 to check in with Success Leasing to confirm your order details.
- Two weeks in advance, call 417-521-3367 to schedule your turn-in inspection with the shop foreman at Bay 47.



### **UPON ARRIVAL TO YARD FOR TURN-IN**

- Check-in with Leasing online at [SuccessLeasing.com/checkin](https://SuccessLeasing.com/checkin) (if you are not taking time off and do **not** have a truck ordered) to be placed on the list to look at available trucks.
- Turn in chains and equipment to Outbound, if necessary.
- Remove personal belongings from your truck.
- Call 417-521-3588 to schedule an appointment to have personal items removed from your tractor (fridge, chain rack, side box, etc.) and have Detail inspect your truck for end of lease.
- Stop by the Body Shop (next to detail) for an estimate.
- We recommend you be present for the inspection in Bay 47, if possible. Once your inspection is completed, you will no longer have access to the truck.



### **AFTER TURN-IN**

Your End of Lease bonus should be completed within 3-5 business days. If your truck is out of warranty or has a garnishment, the turnaround time might be slightly longer.

Longevity/Retention & Rewards Program: Remember if you are not under a new lease within 59 days, you will lose what you have built up in the Retention & Rewards program as well as your longevity benefits with Success Leasing.

This information is effective as of September 1, 2022 until further notice or cancellation. Success Leasing reserves the right to modify the program at any time.