

# Auto Service Providers - Lights On! Partnership Agreement

## The Auto Service Provider Agrees To:

- Be a full-service auto repair shop that offers repairs beyond just the replacement of bulbs when necessary.
- Provide service to anyone who arrives at its service station with a Lights On! voucher, in as timely a manner as possible, and with no appointment required.
- Replace their problem bulb at agreed-upon rates (see rates below).
- Do no up-selling for additional services (basic safety inspections are fine).
- If the vehicle owner requests additional service, then that service can be completed during that visit and the vehicle owner is billed for that service only.
- In some cases, the repairs require more time and parts than just a simple bulb change. With these situations, Lights On! will pay up to \$250 for those light-related repairs. If the light repairs will cost more than \$250, Lights On! will pay for the first \$250 and the driver will be responsible for any additional costs.
- If for some reason the customer returns shortly after getting the bulb replaced claiming that the bulb doesn't work, you will need to determine what the problem is and correct the problem, including the installation of a new bulb if necessary. You will agree to treat these situations as a warranty issue and not bill Lights On! any additional fees (unless the vehicle has an electrical system problem causing bulbs to fail).
- **Invoices, driver surveys, and vouchers must be sent in to receive payment.** These are critical for law enforcement tracking. Either send stapled together and mailed, or scanned & emailed to the MicroGrants office for payment. You are welcome to send them in batches. MicroGrants/LightsOn! will issue a check to the auto service provider within 7 days of receipt. (address and email below)
- MicroGrants/LightsOn! is a tax-exempt organization.
- Participation in the Lights On! program is voluntary and MicroGrants/Lights On! reserves the right to suspend the participation of any auto center that fails to meet the conditions of this agreement.

## Lights On!/MicroGrants Agrees to:

- Pay the auto service provider at the following rates:
  - **Parts:**
    - Small Bulbs (tail lights, turn signals, and brake lights) - \$5.00
    - Large Bulbs (standard bulb for headlights) - \$15.00
    - For cars requiring a special, more expensive bulb - 10% markup on price
    - Other parts: harnesses, assemblies, etc. - 10% markup on price
  - **Labor:**
    - Small Bulbs - \$10.00
    - Large Bulbs - \$20.00
    - For repairs requiring more than 0.3 hours: \$100 per hour x hours listed per labor guide (*this is a discounted rate specific for Lights On!*) most jobs will be less than 0.3 hours

### Auto Service Provider (Please Fill Out)

Business Name: \_\_\_\_\_

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

(Also provide mailing address if different from above): \_\_\_\_\_

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

Email: \_\_\_\_\_

Contact person name: \_\_\_\_\_

### MicroGrants - Lights On!

3817 Pleasant Ave S  
 Minneapolis, MN 55409  
 (929) 613-0523  
 lightson@microgrants.net

### Business Hours:

Mon - Fri \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

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