



**INFORMATION LETTER**  
**Seasonal tire change procedure**

**Dear Clients!**

Please be informed that during the period from **15.10.2018** to **15.11.2018** the seasonal tire change begins. In order to improve the quality of seasonal change service provided by AUTO PARTNERS, please follow the procedure described below. For seasonal tires change it is necessary:

1. Call one of the tire change centers in accordance with the city of vehicle operation and make an appointment, informing the following information:
  - plate number of the car,
  - the vehicle belongs to "AUTO PARTNERS"
  - contact information,
  - car mileage.

The call must be made **at least 4 days before** the expected date of seasonal tire change.

2. On the appointed day and time, arrive at the tire change center and contact the master-receiver. Provide registration certificate. *After work is finished, sign the purchase order and, if necessary, obtain a seasonal storage contract.*
3. Leave the replaced tire set for seasonal storage. If the car changes the permanent place (city) of use, it is necessary to pick up the 2nd set and transport it to a new vehicle operation place, having previously agreed this with your personal manager in "AUTO PARTNERS".

If you have any questions, you need to contact the personal service manager in "AUTO PARTNERS" in your region.

**On the day of service, before traveling to the tire change center, we highly recommend you to call and find out if the tire set is delivered.**

