

## Additional Equipment/Accessories Request Form

### 1. Requestor's Information

Name	Date (mm/dd/yyyy)	Phone	Fax	Email
Unit Number	Licence Plate Number	Location/Region		
Reason For Request			Estimated Cost	Cost Centre/Order Number

### 2. Equipment and Accessory Options *VEMA will call the contact name below for details about any selected items.*

Contact Name for Equipment and Accessory Options		Phone	Email
<b>Truck Cap</b> (please check two) <input type="checkbox"/> Standard Height <input type="checkbox"/> White <input type="checkbox"/> Raised <input type="checkbox"/> Same colour as truck		<b>Running Boards</b> (please check one) <input type="checkbox"/> Tubular <input type="checkbox"/> Molded	<b>Tool Box (Truck)</b> (please check one) <input type="checkbox"/> Cross-over gull-wing, standard depth <input type="checkbox"/> Cross-over gull-wing, deep <input type="checkbox"/> Single lid cross-over, standard depth <input type="checkbox"/> Single lid cross-over, deep <input type="checkbox"/> Chest, standard depth <input type="checkbox"/> Chest, deep
<b>Box Rails</b> (please check one) <input type="checkbox"/> Aluminum <input type="checkbox"/> Steel <input type="checkbox"/> Chrome <input type="checkbox"/> Stainless	<b>Box Liner</b> (please check one) <input type="checkbox"/> Spray on, over-rail <input type="checkbox"/> Spray on, under-rail	<b>Tonneau Cover</b> (please check one) <input type="checkbox"/> Retractable <input type="checkbox"/> Soft Top <input type="checkbox"/> Hard Top	
<b>Trailer Hitch and Wiring</b> (please check one from each list below)			
<b>Hitch Class</b> <input type="checkbox"/> Class 2 (up to 3,500 lbs., sedans/minivans only) <input type="checkbox"/> Class 3 (3,500 to 5,000 lbs.) <input type="checkbox"/> Class 4 (5,000 to 10,000 lbs.) <input type="checkbox"/> Class 5 (10,000 lbs. and over)	<b>Ball size</b> <input type="checkbox"/> 1 - 7/8" <input type="checkbox"/> 2" <input type="checkbox"/> 2 - 5/16"	<b>Trailer Plug-in</b> <input type="checkbox"/> 4 Pin <input type="checkbox"/> 6 Pin (Manitoba Government standard) <input type="checkbox"/> 7 Pin (RV connector)	<b>Brakes</b> (optional) <input type="checkbox"/> Electric Brakes
<b>Additional Options.</b> (please check if required.)			
<input type="checkbox"/> Auto-Start <input type="checkbox"/> Mud Flaps <input type="checkbox"/> Winter/Summer Front <input type="checkbox"/> Auxiliary Lighting (warning, emergency)	<input type="checkbox"/> Decals/Markings <input type="checkbox"/> Headache Rack <input type="checkbox"/> Screen Partitions <input type="checkbox"/> Tires (non-standard)	<input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Interior Car Warmer <input type="checkbox"/> Security Alarm System <input type="checkbox"/> Window Tint (blacked out)	<input type="checkbox"/> Grill Guard <input type="checkbox"/> Light Bar <input type="checkbox"/> Spare Tire Holder (truck box) <input type="checkbox"/> Winch

### 3. VEMA Safety Accessories

<input type="checkbox"/> Booster Cables <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Floor Mats <input type="checkbox"/> Shovel <input type="checkbox"/> Steering Wheel Lock <input type="checkbox"/> Survival Kit (food, candle, stove)
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### 4. Please List Additional Equipment/Accessories Required

### 5. SEND APPROVED REQUEST TO YOUR DEPARTMENT VEHICLE COORDINATOR

APPROVED		
_____	_____	_____
DIRECTOR	VEHICLE COORDINATOR	DATE
Print Name _____	Print Name _____	

## Additional Equipment/Accessories Form

\*Please complete one form for each vehicle requiring additional equipment/accessories.

### How to complete an Additional Equipment/Accessories Form:

- 1. Requestor's Information:** Please indicate the vehicle's unit and licence plate number along with the name and contact information of the person requesting the additional equipment/accessories in section 1 of the form. Please explain the reason for, and cost associated with, the request.
- 2. Equipment and Accessory Options:** These are additional customized options that can be added to your vehicle at VEMA's Repair and/or Bodyshop facility or by an outside vendor. VEMA will call the contact indicated on the form in section 2 for further information in the event we have questions related to your request(s).
- 3. VEMA Safety Accessories:** Accessories such as survival kits, ice scrapers and shovels are important additions to your vehicle. You can now add these accessories to your vehicle. The accessories are also available from the VEMA 626 Henry Parts Department throughout the year.
- 4. Additional Equipment/Accessories:** If there is something you need that is not on the form, please provide a complete description of what you require in this section.
- 5. Approval:** Obtain approval from the Director and forward the approved form to the Department Vehicle Coordinator for authorization to proceed.
- 6. Fax:** The Department Vehicle Coordinator faxes an approved copy of the form to VEMA at (204) 957-1109 to the attention of the Repair Audit Technicians. A second copy is sent to the requestor. Once the form is faxed to VEMA, it can be taken to a VEMA shop or an outside vendor for the equipment/accessories installation.

***Please note that the above approval for work will be billed directly to the requesting Department.  
The purchase order and work will commence once an approved form has been obtained by VEMA.***