

Record keeping tips

Credit Card Handbook Section E-4

Save all receipts or “Dealer Copies” until correct payment or credit has been received! Handbook section F-4

Dealer copy = YOU keep

Customer copy = Give to CUSTOMER

Process copy = Send to MPC Credit Card Center

Keep signed copies or original invoices for at least 6 months.

(If a sale is found to be fraudulent, credit card companies can request an invoice for up to 2 years.)

Keep service work orders for at least 1 year.

Keep separate invoices for each vehicle when multiple sales are made at one time on the same credit card.

Check your mail frequently!