



ARA Peer to Peer Program Mentee Information Questionnaire

9113 Church St., Manassas, VA 20110-5456 --- Ph: 571-208-0428; Fx: 571-208-0430

*Any information that you provide is **confidential** and it is also understood that this will be treated as sensitive data, which is your property. This information will be used solely for this mentoring program. It will not be passed on, sold, or provided to any other parties without your expressed knowledge and written permission.*

- Facility Name and Address _____
- Years in Business _____
- Facility Information – Acreage _____ Warehouse/Inside Storage square feet _____
Outdoor Storage _____ Dismantling Area Size _____ Bays _____
- Employee Count: _____
- Breakdown by Department:
 - Management/Admin:
 - Sales:
 - Warehouse:
 - Inventory:
 - Dismantling:
 - Drivers:
- Employee Compensation: What is your pay structure for each job description?
 - Do you pay straight commission/piecework?
 - Do you pay salary/hourly?
 - Do you pay a combination of both?
 - Do you offer your employees a health benefit package?
 - What is your average tenure?
- What percentage of your in-house revenue is spent on gross payroll? This includes core and scrap but excludes brokered parts purchased revenue.
- Local Market you serve:
 - Population:
 - Delivery radius in miles:
- Revenue Source Percentages:
 - Retail:
 - Wholesale:
 - E-Commerce:
 - Core and Scrap:
 - Brokered Parts:
 - Sold:
 - Purchased:
- What is your Return Rate on in-house Sales?
- What is your Return Rate on Brokered Parts?
 - Sales:
 - Purchases:



ARA Peer to Peer Program Mentee Information Questionnaire, Continued

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- What is your average invoice amount?
- Part Type Revenue Percentage
 - Mechanical Parts:
 - Body Parts/Collision Parts:
- How many vehicles do you process annually?
- What is your average cost per vehicle?
- Year Ranges and Breakdown
 - Domestic Auto:
 - Domestic Light Truck and SUV:
 - Foreign Auto:
 - Foreign Light Truck and SUV:
- Do you use a bidding tool?
- Do you have an inventory system?
- Do you have a dedicated Quality Control person?
- What is your standard warranty?
 - Do you offer extended warranties?
- Do you have a return policy? If yes, please provide a copy.
- On a scale of 1-5 with 5 being most important and 1 being of little importance, how important is improving your customer service?
- Do you monitor your online reviews?
- Do you have any processes or procedures in place right now? If yes, please describe or provide a copy.
- Do you have regular employee meetings?
- Do you have an environmental program in place?
- Do you have a safety program in place?
- Besides ARA, do you belong to your State Association?
- Besides profitability, are certification and compliance two of your main goals?
- What are your short-term goals for your company?
- What are your long-term goals for your company?
- Where do you see your company in the future?
 - In the next year?
 - In the next 5 years?



MENTORSHIP NON-DISCLOSURE, WAIVER, AND RELEASE AGREEMENT

9113 Church St., Manassas, VA 20110-5456; Ph: 571-208-0428; Fx: 571-208-0430

Name of Mentor: _____ (“Mentor”)

Address of Mentor: _____

Name of Mentee: _____ (“Mentee”)

Address of Mentee: _____

Participant understands that participation in the Automotive Recyclers Association (“ARA”) -assisted mentorship program is voluntary, and participation is at the Participant’s own risk. Participant agrees and understands that ARA is acting only to facilitate the matching of mentors and mentees to promote business and professional development within the automotive recycling industry and is not administering, regulating, or ensuring any level of participation, or compliance with any rules related to the mentorship relationship. ARA does not represent or guarantee that any professional or business goals or objectives will be achieved. In addition, ARA does not provide any advice regarding the content of any business advice from Mentor.

Each of Mentor and Mentee, as applicable, agree to waive, release, indemnify and hold harmless ARA, its board, officers, employees, advisors and agents from any and all liability, obligations, claims and demands arising from any actions of ARA, the Mentor and/or Mentee, relating to mentorship activities, including but not limited to advice or other information given, personal injury, property damage or death, or any other costs associated with mentorship activities. Mentor and Mentee further understand that ARA is not giving any legal or professional advice in connection with the mentorship program, and no advice given by a Mentor is, or shall not be deemed to be, advice from ARA. Further, both Mentor and Mentee agree to indemnify and hold harmless each other for all actions related to mentorship activity and in the same manner and to the same extent (to each other) as ARA is indemnified in this paragraph.

Both Mentor and Mentee agree to keep all proprietary information exchanged confidential and that ARA is a third-party beneficiary of this agreement.

Mentor:

Mentee:

By: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____