



Group & ID #
Phone #

Dealership Name
STUDY MONTHS

CLICK COLUMN
HEADERS FOR
INSTRUCTIONS

Used Truck/Bus Special Study
ALL COLUMNS A THRU T ARE REQUIRED

STOCK/VIN	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Model Year	Manufacturer/Make	Market Segment	Odometer	Engine Type	Selling Price	Front End Gross Price	F&I Income	Recon In-House	Recon Sublet	Cash Down	IF Financed	Days in Stock	1 = Certified	1 = Retail	2 = Auction
	(4 digits)	Must use drop down list	Must use drop down list	(mileage at time of sale)	Must use drop down list	Round to nearest dollar	(After Recon, include Hard Pack, NOT Soft Pack DO NOT include F&I income)	Round to nearest dollar	Must use drop down list	(Minimum 1 Day)	Must enter 1 or 2	Must enter 1 or 2	Must enter 1, 2, 3 or 4			
1	2015	HINO	Class 3/4/5 Conventional	211,880	Diesel	42,500	4,430				42,500		49	2	1	
2	2017	MACK	Class 8 Day Cab Tractor	329,696	Diesel	49,500	4,571		825		49,500		69	2	1	
3	2016	HINO	Class 6/7 COE	206,802	Diesel	39,500	7,340				10,000		64	2	1	
4	2013	HINO	Class 6/7 COE	157,887	Diesel	32,500	5,570		550		6,500		106	2	1	
5	2016	KENWORTH	Class 6/7 COE	178,106	Diesel	43,500	6,099				8,700		82	2	1	
6	2017	FORD	Class 6/7 Specialty/Other	18,347	Diesel	62,500	24,806				12,500		65	2	1	
7	2014	Hino	Class 6/7 COE	196,485		42,500	10,769	4,379		1,000	17,000	Dealer Financed	92	2	1	
8	2013	Kenworth	Class 6/7 COE	181,424		52,500	10,625	1,000		789	21,000	Dealer Financed	21	2	1	
9	2016	KENWORTH	Class 8 Day Cab Tractor	319,198	Diesel	69,500	10,804			250	13,900		75	2	1	
10	2015	INTERNATIONAL	Class 8 Day Cab Tractor	214,040	Diesel	33,500	5,618				6,700		23	2	1	
11	2016	MACK	Class 8 Day Cab Tractor	162,748	Diesel	49,500	9,376		1,212		9,900		92	2	1	
12	2012	MACK	Class 8 Vocational	372,847	Diesel	43,500	8,922		620		8,700		319	2	1	
13	2003	MACK	Class 8 Vocational	487,000	Diesel	18,000	1,622				3,600		17	2	2	1
14	1995	PETERBILT	Class 8 Day Cab Tractor	318,396	Diesel	14,000	534				2,800		17	2	2	3
15	2017	KENWORTH	Class 6/7 COE	103,271	Diesel	65,500	12,755		3,500		13,100		14	2	1	
16	2017	MACK	Class 8 Vocational	307,871	Diesel	115,500	867				23,100		279	2	1	
17	2015	MACK	Class 8 Day Cab Tractor	216,816	Diesel	43,500	12,669		176		8,700		16	2	1	
18	2014	HINO	Class 3/4/5 Conventional	148,355	Diesel	49,500	10,895				9,900		43	2	1	
19	2014	MACK	Class 8 Vocational	317,317	Diesel	99,500	14,527		789		19,900		308	2	1	
20	2016	MACK	Class 8 Vocational	287,150	Diesel	73,500	3,726			7,898	14,700		273	2	1	
21	2016	KENWORTH	Class 8 Day Cab Tractor	383,098	Diesel	45,500	11,855		456		9,100		4	2	1	
22	2017	KENWORTH	Class 8 Day Cab Tractor	281,000	Diesel	159,500	39,759				31,900		116	2	1	
23	2019	MACK	Class 8 Vocational	282,070	Diesel	140,200	29,118				28,040		48	1	1	

Q	R	S	T
	Source of Truck/Bus Sold:		
	1 = Trade from New		Trade-In Upon
	2 = Trade from Used	Franchise	
	3 = Repos		
If wholesaled: Enter	4 = Auction Purchase	1 = In-Line	1 = YES
	5 = Finance Co.		
(\$)	6 = Off Lease	2 = Non-In-Line	2 = NO
	7 = Direct Purchase		
	8 = Dealer Consignment		
Round to nearest dollar	9 = Demo Service	Must enter 1 or 2	Must enter 1 or 2
	10 = OEM USED TK Network		
	Must enter whole numbers 1 to 10		
	6	1	2
	6	1	2
	6	1	2
	1	1	2
	6	1	2
	7	1	2
	6	1	2
	6	1	2
	7	1	2
	7	2	2
	6	1	2
	6	1	2
	2	1	2
-	2	2	1
	6	1	2
	7	1	2
	6	1	2
	6	1	2
	7	1	2
	7	1	2
	6	1	2
	2	1	2
	2	1	2

Makes	Market Segment		Engine
AUTOCAR	Class 8 Sleeper Tractor	Class 8	Gas
BLUEBIRD BUS	Class 8 Day Cab Tractor	Class 8	Diesel
FREIGHTLINER	Class 8 Vocational	Class 8	CNG
FORD	Class 8 Specialty/Other	Class 8	Hybrid
GMC / CHEVROLET	Class 6/7 Conventional	Class 6	Electric
HINO	Class 6/7 COE	Class 6	
KENWORTH	Class 6/7 Specialty/Other	Class 6	
INTERNATIONAL NAVISTAR	Class 3/4/5 Conventional	Class 3	
IC BUS	Class 3/4/5 COE	Class 3	
ISUZU	Class 3/4/5 Specialty/Other	Class 3	
MACK	Light Duty <10K GVWR	Light D	
mitsubishi fuso	Bus - School	Bus	
PETERBILT	Bus - Commercial	Bus	
SPRINTER	Trailer - Dry Van	Trailer	
THOMAS BUS	Trailer - Flat	Trailer	
VOLVO	Trailer - Refrigerated	Trailer	
WESTERN STAR	Trailer - Drop Deck/Low Boy	Trailer	
OTHER TRUCK	Trailer - Specialty	Trailer	
OTHER BUS			

If Financed

Retail Contract

Finance Lease

Dealer Financed

Other

GasDieselCNGHybridElectric

GasDieselCNGHybridElectric

TIPS:
 Save the input file with a unique file name such as your dealership name and/or 20 Group Code
 Enter data from left to right for each Truck/Bus sold.
 Do NOT enter decimal points or cents into the fields.
 Submit the completed file on time.

columns

	Stock/VIN	Not Required, but may help for easier tracking
A	Model Year	Enter the 4 digit year of Truck/Bus sold.
B	Manufacturer/ Make	MUST select from the drop-down list for Truck/Bus Manufacturer.
C	Market Segment	MUST select from the drop-down list for Truck/Bus Market Segment.
D	Odometer	Enter the Truck/Bus mileage at the time of sale.
E	Engine Type	MUST select from the drop-down list for Engine Type: Gas Diesel CNG Hybrid Electric
F	Selling Price	Selling price of the unit sold for retail or wholesale (ROUND TO NEAREST DOLLAR; no pennies). Selling price should reflect "Over Allowance" if there is a trade-in that applies directly to the unit listed in the study. The definition of selling price when there is a trade-in: The difference between the trade-in value and the trade-in allowance subtracted from the original selling price. Example: A Truck/Bus has an original selling price of \$20,000, a customer has a trade-in allowance of \$10,000, and the appraisal of the customer's Truck/Bus was \$8,000, resulting in an over allowance of \$2,000. The true selling price is calculated by subtracting \$2,000 from \$20,000. The selling price entered should be \$18,000.
G	Front End Gross	Selling price minus the cost of the Truck/Bus including reconditioning. Include hard pack (accounting pack) only, NO SOFT PACK. Hard pack is defined as the dollar amount added to the ACV in which the salesperson does not earn a commission. A hard pack is non-commissionable gross profit for the salesperson. A soft pack is an accrual against a future expense(s) and is usually commissionable. Do not include any soft packs on the gross profit. (ROUND TO NEAREST DOLLAR; no pennies).
H	F&I Income	The gross profit from any product or service sold through the F&I department. (ROUND TO NEAREST DOLLAR; no pennies).
I	Reconditioning In-House	Reconditioning dollars expended "In-House" (ROUND TO NEAREST DOLLAR & ENTER AS A POSITIVE; no pennies).
J	Reconditioning Sublet	Reconditioning dollars contracted through an outside source (ROUND TO NEAREST DOLLAR & ENTER AS A POSITIVE; no pennies).
K	Cash Down	Cash amount paid at time of sale. (ROUND TO NEAREST DOLLAR & ENTER AS A POSITIVE; no pennies)
L	IF Financed	MUST select from the drop-down list for: Retail Contract Finance Lease Dealer Financed Other
M	Days In Stock	The number of days the Truck/Bus was in inventory prior to sale. MINIMUM should be 1, NO ZEROS.
N	Certified or Non-Certified	ENTER 1 for Certified = OEM certification, aftermarket certification, in-house certification OR ENTER 2 for Non-Certified
O	Retail or Wholesale	ENTER 1 = Retail OR ENTER 2 = Wholesale
P	IF Wholesaled sold to whom?	ENTER 1 = Wholesaler OR ENTER 2 = Auction OR ENTER 3 = one of your other stores OR ENTER 4 = Other
Q	IF Wholesaled Fees	Enter Wholesale Fees (ROUND TO NEAREST DOLLAR & ENTER AS A POSITIVE; no pennies)
R	Source of Truck/Bus Sold	Enter corresponding number to indicate the source of the Truck/Bus sold 1 = Trade from New 2 = Trade from Used 3 = Repos 4 = Auction Purchase 5 = Finance Co 6 = Off Lease 7 = Direct Purchase 8 = Dealer Consignment 9 = Demo Service 10 = OEM USED TK Network
S	In-Line or Non In-Line	ENTER 1 for In-Line = aligns with your new Truck/Bus franchise(s) (Freightliner, Mack, Western Star) OR ENTER 2 for Non In-Line = does not align with your new Truck/Bus franchise(s) (All other brands)
T	Trade-In Upon Sale	ENTER 1 = Yes, you received a Trade-in upon the sale of this unit. OR ENTER 2 = No, you did not receive a Trade-in upon the sale of this unit.