

15340 Michigan Ave. Dearborn, MI 48126 Tel (313) 624-9500 Fax (313) 624-9515

### **EMPLOYMENT APPLICATION - DOT**

Applicant: Read and sign the following notification prior to submitting this Application for Employment.

- (A) The information you provide in this Application, including but not limited to the information required by 49 CFR 391.21(b)(10)(11) below may be used, and your previous employer(s) will be contacted, for the purpose of investigating your safety performance history as required by 49 CFR 391.23(d)(e) and 49 CFR 40.25 (re drug and alcohol information).
- (B) As the prospective employer, DRIVERSOURCE, INC., hereby notifies you that you have the following rights regarding the investigative information that will be provide to us pursuant to 49 CFR 391.23(d)(e):
  - (1) The right to review information provided by previous employers;
  - (2) The right to have errors in the information corrected by the previous employer and for that previous employer to re-send the corrected information to DRIVERSOURCE, INC.;
  - The right to have a rebuttal statement attached to the alleged erroneous information, if the previous employer and you cannot agree on the accuracy of the information.
- (C) EQUAL OPPORTUNITY EMPLOYER: In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, and in Michigan, height, weight, and marital status.
- (D) I understand that if I have a protected handicap that affects my ability to perform the position, I may ask DRIVERSOURCE, INC. to attempt to make accommodation as required by law. I must make my request in writing to DRIVERSOURCE, INC. as soon as possible and no later than 182 days after the date I know or reasonably should know that accommodation is needed.

Date						
			Applicar	nt's Signature		
Name				Home	Phone	
	(First)	(Middle)	(Last)			
Current Address_				Alter	nate Phone	
City		State	Zip	E-mail Address	s	
How long at this	address?	(yrs) Date of Bir	th*	Social	Security #	
		hat driver applicants op				
0.1	1.1					,
Other a	addresses of r	esidence for the precedi	ing three years fr	om the date of th	is application (if necess	ary)
					How Long?	(yrs)
(Street Address)		(City)	(State)	(Zip)		<del>.</del>
					How Long?	(yrs)
(Street Address)		(City)	(State)	(Zip)		
		EMERGENCY	Y CONTACT IN	FORMATION .		
Name				Phon	e	
Address				Relat	ion	

Are you: □ a U.S. Citizen, □ a Lawful Permanent Resident, or □ otherwise authorized to work in the United States?

Who referred you to DriverSource Inc.?				
Position(s) Applied For:CDL (Class A) DriverCDL (Class B) DriverCDL (Class C) Driv				
DRIVER'S LICENSE INFORMATION				
Issuing State License Number Class				
Endorsements Restrictions CDL Expiration Date				
Address on Driver's License				
GENERAL QUESTIONNAIRE				
Medical Examiner's Certificate Expiration Date				
Have you ever applied with this company before?Yes Year No				
Do you have any relatives employed by this company?Yes Name No				
Do you have a current Driver's FAST card? YesNo If yes, expiration date				
Do you have a TWIC card? (Transportation Worker Identification Credential) YesNo If yes, expiration date				
Do you have Smith System Training?YesNoIf yes, date of training				
List special equipment operating experience that may be pertinent to the position for which you are applying:				
TO BE READ AND SIGNED BY APPLICANT				
This certifies that I have completed this application, personally, and that all entries on it and information in it are true and complete to the best of my knowledge. In the event of my employment, I understand that false or misleading information given in my application and interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of DriverSource, as permitted by Law. My services and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either DriverSource or myself. I understand that no individual or representative of DriverSource has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement to the contrary. It is also agreed and understood that under the Fair Credit Reporting Act, Public Law 91-508, I have been informed that an investigation may include an investigative Consumer Report, including information regarding my character, general reputation, personal characteristics and mode of living. I agree to furnish such additional information and complete such examinations as may be required to complete my employment file. I also understand that DriverSource is acting as a third party agent for their customers and that this application and all other forms completed during the application process may be forwarded to their customers to whom I may be eventually assigned to facilitate their compliance with the Federal Motor Carrier Safety Regulations (49CFR).				
Date Applicant Signature				

	nnd Permit Infor r permit during	mation for every State in	n which Driver	held a commer	cial motor	vehicle oper	ator's
State		cense/Permit #		Type		Ex	piration Date
				- 7/			/ /
							//_
							//
List ALL VIC or collateral contendere." information If you have t disposition, i California, M disclose. Yo motor vehicle	during the past 3 year Your driving record will result in refusa- peen charged with a value of the offense of assachusetts or Rho u do not have to repo e laws/ordinances for should list the violation	vehicle laws/ordinances (OTHER ars. Unless specified differently o will be checked if you are applying al of employment or, if employ violation of motor vehicle laws/or charged and the expected date or de Island, see section on precedurt any offenses for which you had r which you have attended Traffice	n the proceeding pag for a driving posed, termination from the produced of the trial or other dispending page under Colve been arrested of School where the	page "Conviction" includition. Any false states om employment. In an parking violation ossition, except as not been charged, but that die charge has not been	udes a plea of ement or failu ns and you are ed below. If yo iffic offenses v d not result in a removed fron	"guilty," "no cont re to disclose re awaiting a trial of u are applying for which you do not a conviction. Liss n your driving rec	est" or "nolo equested or other r a job in need to all violations of
1.			mm/yyyy	4.			mm/yyyy
2.			mm/yyyy	5.			mm/yyyy
3.			mm/yyyy	6.			mm/yyyy
<ul> <li>Have you ever been disqualified under Federal Motor Carrier Safety Regulations guidelines?</li> <li>□ YES □ NO</li> <li>Have you ever been convicted or are any charges pending for driving while under the influence of alcohol, a narcotic drug, amphetamines or methamphetamines or derivatives thereof?</li> <li>□ YES □ NO</li> <li>Have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test</li> </ul>							
administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past three years? ☐ YES ☐ NO  • Has any license, permit, or privilege to operate a motor vehicle issued to you ever been ☐ Penied? ☐ YES ☐ NO  Revoked? ☐ YES ☐ NO  If "YES" to any or Suspended? ☐ YES ☐ NO  of the above, list dates and circumstances:					YES □ NO YES □ NO		
Driving e	xperience:						
Truck Driv	ring School:				G	raduation Da	te//
Class/Typ	e of Equipment (	buses, trucks, truck tracto	rs,	Dates:			pprox Total #
semitraile	rs, full trailers, po	ole trailers)	Fro				Miles Driven
			//_	to//	/	/rs/mos	
				to//	/	/rs/mos	
			//	to//	/	/rs/mos	
			//	to//	/ \	/rs/mos	
l ist all mo	tor vehicle accid	lents applicant involved in	for 3 years nre	cedina date annli	cation subn	nitted:	
Dates	tor vernere accia	Nature of Accide				#Fatalities	# Injuries
Last Accid	lent://		,	, , ,			,
Next previ	ous://						
Next previous:/_/_							
Education/Military Status							
U.S. Milita	ry (Branch):	Rank:_		Presently i	n Guard/Re	serves? □ Y	es □ No
		pleted: 1 2 3 4 5 6	7 8 High	School 1 2 3	4 Colleg		
Last School Attended: City State							

### INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS

- 1. All applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.
- 2. Arizona, Colorado, District of Columbia, Illinois, Kansas, Minnesota, Montana, Nevada, Rhode Island, South Carolina, and Utah applicants: Do not respond to the second question regarding arrests.
- California applicants: Do not include misdemeanor marijuana-related convictions that are more than two
   (2) years old or misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.
- 4. Connecticut applicants: You are not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased. Criminal records subject to erasure are records pertaining to a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolled (not prosecuted), a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been erased is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.
- 5. District of Columbia and Washington applicants: Limit any response to the past ten (10) years.
- 6. Hawaii and Massachusetts applicants: Do not answer the following two questions.
- 7. Indiana applicants: Regarding arrests limit your response to pending charges for felonies and class A misdemeanors that are less than one (1) year old.
- 8. Michigan applicants: Regarding arrests, limit your response to felony arrests awaiting conviction or dismissal.
- 9. New York applicants: All pending arrests or criminal accusations must be disclosed. You are not required to disclose arrests or criminal accusations that result in criminal actions or proceedings which were terminated in your favor. Do not disclose criminal actions or proceedings that were sealed or classified as youthful offender adjudications. An ex-offender who is denied employment may, upon written request, receive a statement of the reason(s) for denial within (30) days of the applicant's request for such information.
- 10. North Dakota and Oregon applicants: Regarding arrests, limit your response to pending charges that are less than one (1) year old.
- **11.** Utah applicants: Limit any response to felony convictions only. Do not respond to the second question regarding arrests.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than
the applicable exceptions listed above?YesNo
Have you ever been arrested for any matters for which you are currently are out on bail or on your
own recognizance pending trial?YesNo
CRIMINAL OFFENSES ONLY: If you answered Yes, to either of the above two questions, please
provide the date(s) and explain in accordance with the above instructions so that individual
circumstances can be considered.

**Previous Employment**: Information required by 49 CFR 391.21(b)(10)(11): Names and addresses of **ALL** applicant's employers during the **10 years** preceding date this application submitted; dates employed by, reason for leaving employment, whether applicant subject to Federal Motor Carrier Safety Regulations (FMCSRs), and whether job designated as safety sensitive function in any DOT regulated mode subject to alcohol and controlled substances testing requirements as required by 49 CFR part 40 for each such employer. Previous employer information is also needed to comply with 49 CFR 40.25 and 391.23(e)(checking applicant's prior drug/alcohol test records) and/or required under authority of DRIVERSOURCE, INC. as part of its application process.

Last Employer: Company Name:			Dates of Er	nployment
			1 1	1 1
Address:			Hired	Left
City/State/Zip:				
Supervisor Name:		Phone:		
Position Held:	□Straight Truck □Tractor Trailer □Other: Applicant was subject to FMCSRs while employed by above employer.	□ YES □ NO		
Type of vehicles driven:				
Reason for leaving:		Salary:		
In what states did	d you drive a CMV?			
2nd last Employer: Company Name:			Dates of Er	mployment
Address:			//	
City/State/Zip:			Hired	Left
Supervisor Name:		Phone:		
Position Held:	□Straight Truck □Tractor Trailer □Other: Applicant was subject to FMCSRs while employed by above employer.	□ YES □ NO		
Type of vehicles driven:				
Reason for leaving:		Salary:		
In what states did	d you drive a CMV?			
3rd Last Employer: Company Name:			Dates of Er	mployment
Address:			Hired	// Left
City/State/Zip:				
Supervisor Name:		Phone:		
Position Held:	□Straight Truck □Tractor Trailer □Other: Applicant was subject to FMCSRs while employed by above employer.	□ YES □ NO		
Type of vehicles driven:				
Reason for leaving:		Salary:		
In what states did	d you drive a CMV?			
4th Last Employer: Company Name:			Dates of Er	mployment
Address:			// Hired	// Left
City/State/Zip:			i iii Gu	LOIL
Supervisor Name:		Phone:		
Position Held:	□Straight Truck □Tractor Trailer □Other: Applicant was subject to FMCSRs while employed by above employer.	□ YES □ NO		
Type of vehicles driven:				
Reason for leaving:		Salary:		
In what states did	d you drive a CMV?			

**Previous Employment**: Information required by 49 CFR 391.21(b)(10)(11): Names and addresses of **ALL** applicant's employers during the **10 years** preceding date this application submitted; dates employed by, reason for leaving employment, whether applicant subject to Federal Motor Carrier Safety Regulations (FMCSRs), and whether job designated as safety sensitive function in any DOT regulated mode subject to alcohol and controlled substances testing requirements as required by 49 CFR part 40 for each such employer. Previous employer information is also needed to comply with 49 CFR 40.25 and 391.23(e)(checking applicant's prior drug/alcohol test records) and/or required under authority of DRIVERSOURCE, INC. as part of its application process.

5th Last Employer: Company Name:			Dates of Employment
Address:			
City/State/Zip:			Hired Left
Supervisor Name:		Phone:	
Position Held:	□Straight Truck □Tractor Trailer □Other: Applicant was subject to FMCSRs while employed by above employer.	□ YES □ NO	
Type of vehicles driven:			
Reason for leaving:		Salary:	
In what states did	d you drive a CMV?		
6th Last Employer: Company Name:			Dates of Employment
Address:		[	
City/State/Zip:			Hired Left
Supervisor Name:		Phone:	
Position Held:	□Straight Truck □Tractor Trailer □Other: Applicant was subject to FMCSRs while employed by above employer.	□YES □NO	
Type of vehicles driven:			
Reason for leaving:		Salary:	
In what states did	d you drive a CMV?		
7th Last Employer: Company Name:			Dates of Employment
Address:			_/_//_/_
City/State/Zip:			Hired Left
Supervisor Name:		Phone:	
Position Held:	□Straight Truck □Tractor Trailer □Other: Applicant was subject to FMCSRs while employed by above employer.	□ YES □ NO	
Type of vehicles driven:			
Reason for leaving:		Salary:	
In what states did	d you drive a CMV?		
8th Last Employer: Company Name:			Dates of Employment
Address:			
City/State/Zip:			Hired Left
Supervisor Name:		Phone:	
Position Held:	□Straight Truck □Tractor Trailer □Other: Applicant was subject to FMCSRs while employed by above employer.	□ YES □ NO	
Type of vehicles driven:			
Reason for leaving:		Salary:	
-	Avou drive a CMV/2	1	



### **Notification and Release to Conduct Background Checks**

In connection with my application for employment (including contract for services) with DriverSource, I understand that a consumer report that may contain public record information is being requested from DAC Services or another credit or consumer reporting agency. This report may include the following types of information: names and dates of previous employers, work experience, accidents, etc. I further understand that such a report may contain public record information concerning my driving record, criminal history, validation of social security, drug and alcohol test results, worker's compensation claims, credit, bankruptcy proceedings, etc. from federal, state and other agencies which maintain such records as well as information from DAC or another credit or consumer reporting agency concerning: 1) previous driving record requests made by others from such state agencies; 2) state provided driving record; 3) claims involving me in the files of insurance companies; 4) drug and alcohol test results. This information may be shared with DriverSource customers as DriverSource feels relevant. I also understand that my employment history with DriverSource, if hired, will be supplied by DAC to other companies which subscribe to DAC services.

credit or consumer reporting agency use		2
(Print Name)	(Social Security Number)	(Date of Birth)
(Signature)	_	(Date)

I have the right to make a request to DAC, upon proper identification, the nature and substance of all information in its files on me at the time of my request; the sources of information; the recipients of any reports on me that DAC has previously furnished within the two (2) year period preceding my request.



## Authorization to Release Employment Information and Drug and Alcohol Testing Information

In conformity with 49 CFR part 40 of Federal Regulations, I hereby authorize the companies listed below to furnish DriverSource, Inc. the following information concerning my employment records and drug & alcohol testing, including pre-employment tests, conducted during the past three years;

- The dates on which I tested positive for drugs, and the drug(s) involved;
- The dates on which I tested .04 or greater for alcohol and test result levels;
- The dates on which I refused (including a verified adulterated or substituted result) to be tested for drugs and/or alcohol;
- Whether I failed to undertake or complete a rehabilitation program prescribed by a substance abuse professional (SAP);
- Subsequent to successful completion of a SAP's rehabilitation referral if there were any violations pursuant to 49CFR part 40;
- Any other violation of DOT drug & alcohol testing regulations and;
- Any information the carriers have received regarding violations of drug or alcohol testing regulations from my previous employers covered by DOT.

I understand that this authorization includes receiving the results to tests which were required by the Department of Transportation (DOT) and any test voluntarily conducted by the carriers listed below unless I instructed, in writing, not to release information on NON-DOT test results. I also authorize:

- The release of any negative results in that same timeframe and;
- The name and phone number of any SAP that evaluated me during the past three years.

I hereby authorize the following companies to release this information and any other information requested by DriverSource, Inc. as related and required for prospective employment.

Company	Phone Number	Dates of any violations of 391.23 of 49 CFR part 40
		-
I hereby acknowledge that I have listed any motor vehicle in the previous three years ar position and completed pre-employment te	nd any and every company for	which I applied for a CDL
Signature:	1	Date:
Applicant Name:	;	SSN:

## THE BELOW DISCLOSURE AND AUTHORIZATION LANGUAGE IS FOR MANDATORY USE BY ALL ACCOUNT HOLDERS

## IMPORTANT DISCLOSURE REGARDING BACKGROUND REPORTS FROM THE PSP Online Service

In connection with your application for employment with	("Prospective Employer"), Prospective
Employer, its employees, agents or contractors may obtain one or more reports regarding yo	our driving, and safety inspection history
from the Federal Motor Carrier Safety Administration (FMCSA).	

When the application for employment is submitted in person, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer will provide you with a copy of the report upon which its decision was based and a written summary of your rights under the Fair Credit Reporting Act before taking any final adverse action. If any final adverse action is taken against you based upon your driving history or safety report, the Prospective Employer will notify you that the action has been taken and that the action was based in part or in whole on this report.

When the application for employment is submitted by mail, telephone, computer, or other similar means, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer must provide you within three business days of taking adverse action oral, written or electronic notification: that adverse action has been taken based in whole or in part on information obtained from FMCSA; the name, address, and the toll free telephone number of FMCSA; that the FMCSA did not make the decision to take the adverse action and is unable to provide you the specific reasons why the adverse action was taken; and that you may, upon providing proper identification, request a free copy of the report and may dispute with the FMCSA the accuracy or completeness of any information or report. If you request a copy of a driver record from the Prospective Employer who procured the report, then, within 3 business days of receiving your request, together with proper identification, the Prospective Employer must send or provide to you a copy of your report and a summary of your rights under the Fair Credit Reporting Act.

Neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. You may challenge the accuracy of the data by submitting a request to https://dataqs.fmcsa.dot.gov. If you challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. Your request will be forwarded by the DataQs system to the appropriate State for adjudication.

Any crash or inspection in which you were involved will display on your PSP report. Since the PSP report does not report, or assign, or imply fault, it will include all Commercial Motor Vehicle (CMV) crashes where you were a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, all inspections, with or without violations, appear on the PSP report. State citations associated with Federal Motor Carrier Safety Regulations (FMCSR) violations that have been adjudicated by a court of law will also appear, and remain, on a PSP report.

The Prospective Employer cannot obtain background reports from FMCSA without your authorization.

### **AUTHORIZATION**

If you agree that the Prospective Employer may obtain such background reports, please read the following and sign below:

I authorize \_\_\_\_\_\_\_ ("Prospective Employer") to access the FMCSA Pre-Employment Screening Program (PSP) system to seek information regarding my commercial driving safety record and information regarding my safety inspection history. I understand that I am authorizing the release of safety performance information including crash data from the previous five (5) years and inspection history from the previous three (3) years. I understand and acknowledge that this release of information may assist the Prospective Employer to make a determination regarding my suitability as an employee.

I further understand that neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. I understand I may challenge the accuracy of the data by submitting a request to https://dataqs.fmcsa.dot.gov. If I challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. I understand my request will be forwarded by the DataQs system to the appropriate State for adjudication.

I understand that any crash or inspection in which I was involved will display on my PSP report. Since the PSP report does not report, or assign, or imply fault, I acknowledge it will include all CMV crashes where I was a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, I understand all inspections, with or without violations, will appear

on my PSP report, and State citations associated with FMCSR violations that have been adjudicated by a court of law will also appear, and remain, on my PSP report. I have read the above Disclosure Regarding Background Reports provided to me by Prospective Employer and I understand that if I sign this Disclosure and Authorization, Prospective Employer may obtain a report of my crash and inspection history. I hereby authorize Prospective Employer and its employees, authorized agents, and/or affiliates to obtain the information authorized above.

Date:		
	Signature	
	Name (Please Print)	

NOTICE: This form is made available to monthly account holders by NIC on behalf of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA). Account holders are required by federal law to obtain an Applicant's written or electronic consent prior to accessing the Applicant's PSP report. Further, account holders are required by FMCSA to use the language contained in this Disclosure and Authorization form to obtain an Applicant's consent. The language must be used in whole, exactly as provided. Further, the language on this form must exist as one stand-alone document. The language may NOT be included with other consent forms or any other language.

LAST UPDATED 12/22/2015

# PRE EMPLOYMENT EMPLOYEE DRUG AND ALCOHOL TEST CERTIFICATION

Name of Driver:	
Driver Identification Number:	
Date of Certification:	
The prospective driver is required by Sec. 40.25 (j) to provide any and all additional documentation when r below please check the appropriate box: Yes, No or I	required. For each question listed
1) Have you ever refused to be tested, or tested position mandated drug or alcohol test, regardless of the type reasonable suspicion, return to duty, follow up, etc) at the last three years?   Yes  No	of test (pre-employment, random,
2) If you answered yes to question one can you provi successfully completed the DOT return to duty progr	
3) If you answered yes to question one are you still reparticipating in any type or training, rehabilitation, or Yes No N/A	
4) If you are enrolled in a follow up testing program giving the specific treatment plan for you testing program.	
If you answered yes to questions two, three or four you documentation before the hiring process may continuinformation on this form is true and correct. I also un evaluation, rehabilitation, and treatment for a positive contacted to certify the information provided by the process.	ue. I hereby certify that the nderstand that any providers of e drug or alcohol test will be
The prospective driver is mandated by Company Pol- Safety Regulations to answer each question, you can	
Date of Certification:	
Prospective Driver Signature:	
Witnessed By:	Date:

Thank you for your interest in DriverSource, Inc., the leader in specialized transportation staffing. Please be sure to fill out the application completely and accurately, especially the past employment page(s). All time in the previous ten years must be accounted for, including any time you may have been unemployed and seeking employment. Please ensure all information regarding past employment is complete with addresses and phone numbers. We must be able to verify the previous ten years of employment. If the information is not complete, it will delay the processing of your application. You may submit your application to the appropriate office location in person, by mailing or faxing to the fax numbers listed below. We look forward to hearing from you!

### **CENTRAL REGION OPERATIONS**

15340 Michigan Avenue, Dearborn, MI 48126

Toll free: 800.887.9095 Phone: 313.624.9500 Fax: 313.624.9515

**WESTERN MICHIGAN OPERATIONS** – Chicago, Ft. Wayne & Indianapolis 600 3 Mile Rd. NW, Suite 202, Grand Rapids, MI 49544

Toll free: 844.346.5630 Phone: 616.272.7054 Fax: 616.419.3834

**NORTH EAST REGION OPERATIONS**- Maryland, Pennsylvania, New Jersey 1414 Crain Hwy N, Suite 3B Glen Burnie, MD 21061

Toll free: 877.257.0313 Phone: 301.490.9099 Fax: 410.590.5642

**SOUTH EAST REGION OPERATIONS**- Virginia, South Carolina, Texas 461 Southlake Blvd., Southport Corporate Center, N. Chesterfield, VA 23236 Toll Free: 888,766,9814 Phone: 804,276,9813 Fax: 804,464,2475