DD Form #DD-1
Version: 2.02
Last Updated: 10/27/03
By Geoff Brown / Toyota eBusiness

Dealer Daily Message Request Form

For Toyota/Scion/Lexus

- **Please fill out the following information and e-mail to the DD_MESSAGEBOARD group with a cc: to the Corporate Manager listed below. The Dealer Daily Message Board is governed by Dealer Daily. Each message will be reviewed by Dealer Daily and must receive approval before the Service Desk posts it.**
- **The Dealer Daily message board will only display text or HTML formatted text. Images will not be displayed on the Dealer Daily Message Board.**
- **Please note that you must choose which Dealer Daily portal you want your message displayed on (Toyota or Lexus), and your message must pertain to that audience.**

Title: SSC 7LB (Safety Recall) – Lexus ES 350 All Weather Floor Mat Accessory For 2007 And Early 2008 Model Year Vehicles

1. **Start Date: 09/26/07 (message board postings are limited to 7 days)**
2. **End Date: 10/03/07**
3. **Your name: Kathy Wachs**
4. **Each group is responsible for obtaining message approval within their own department BEFORE sending it to DD_MessageBoard for posting. Please enter the name of your Corporate Manager who has approved this message. Dave Zellers**
5. **Message – Please attach in a separate file (*in MS Word form*). The message must include the following Header information (standard for all message board postings)**

   Author/Division:
   Department:
   Date:
   Approved By: (Corporate Manager Name)

   Example:
   John Doe/Toyota Motor Sales
   Dealer Daily Department
   4/10/2002
   Approved By: Zack Hicks

6. Who needs to see your message (check all boxes that apply)?

☐	**All TMS Dealers**		☒	**All Lexus Dealers**
	☐	**Boston Region**	☒	**Central**
	☐	**CATD Region**	☒	**Eastern**
	☐	**Chicago Region**	☒	**Western**
	☐	**Cincinnati Region**	☒	**Southern**
	☐	**Denver Region**		
	☐	**Kansas City Region**		
	☐	**Los Angeles Region**		
	☐	**New York Region**		
	☐	**Portland Region**		
	☐	**San Francisco Region**		

Toyota Affiliates	
☐	**Gulf States Toyota (GST)***
☐	**Southeast Toyota (SET)***

***GST and SET maintains a separate Dealer Daily. DD_MessageBoard will forward your message to the GST and SET Dealer Daily Message Board managers and they will be responsible for posting your message.**

- **Messages received after 2PM PST (Monday – Friday) will not be posted until the following business day.**

- **If this is a business critical message that requires urgent attention, and it is after the 2PM deadline, please submit this form and then call 877 DL-Daily to have a ticket created with the following key word "Critical message board posting". This will ensure that the message will be posted by 10am the next business day as long as it conforms to the DD Communications Policy. We cannot guarantee immediate posting to the Dealer Daily Message Board at any time.**

Once the message is removed from the message board, it is gone. If you wish to continue to communicate the information using Dealer Daily, use the News and Information section of Dealer Daily and post your content there. For instruction on how to use the News and Information section to publish documents, please refer to section 9 of the "Dealer Daily Communication Policy".

By submitting this form, you agree to abide by the policies defined in the Dealer Daily Communication Policy (Policy Number DD-1) and acknowledge that you and your department are responsible for the content of your message. This includes any other Toyota or Lexus policy that pertains to the communication of information to an internal or external audience.