



Mercedes-Benz USA Certified Collision Program

Scope and Intent

Welcome, and thank you for your interest in the Mercedes-Benz Certified Collision Program.

In the following pages, you'll find a range of useful information, including program benefits, the initial application process, recertification, standards, requirements, and more. All to give you a better understanding of what it takes to ensure a seamless and satisfying repair experience.

Overview of Programs

Mercedes-Benz Certified Collision Center

BASE

These facilities can perform collision repair work on all Mercedes-Benz Passenger cars except those requiring aluminum welding.

Mercedes-Benz Certified Collision Center

ELITE

Authorized to perform all collision repairs on all Mercedes-Benz passenger vehicles including aluminum structural repairs.

Mercedes-Benz Certified Collision Center

MERCEDES-EQ

Authorized to perform collision repairs on all Mercedes-Benz Electric Vehicles. Note: Must be Elite certified

Mercedes-Benz Certified Collision Center

VANCARE

Authorized to perform structural and cosmetic repairs on Sprinter and Metris Vehicles.

Contents

Benefits	6
Application Process: Passenger Vehicles	8
Application Process: Mercedes-EQ	10
Application Process: Vans	12
Recertification Process	14
Program Fees	16
Program Standards	20
Contacts	28



Benefits of Participating in the Mercedes-Benz Certified Collision Program

Confidence.

Gives valued customers greater peace of mind knowing repairs are made by expertly trained technicians following current procedures, using the latest tools, equipment and materials, including Genuine Mercedes-Benz Replacement Parts.

Assurance.

Mercedes-Benz Roadside Assistance will tow any Mercedes-Benz vehicle to a Certified Collision Center or dealership free of charge if involved in a loss.

Convenience.

Customers and insurance companies can easily find the closest Certified Collision Center by using the locator on www.mbusa.com or www.mbcollisioncenters.com

Visibility.

Your Certified Collision Center will be added to the locator on MBCollisionCenters.com and the locator on mbusa.com. This will allow customers in your local AOI to find you easier. Additionally, throughout the year, Mercedes-Benz markets Certified Collision Centers through various channels – including online video, paid social posts, search support, digital display and CRM. Mercedes-Benz also creates marketing materials for Certified Collision Centers to utilize for direct marketing.

Accessibility.

To training courses and proper repair procedures, including access to Workshop Information Systems (WIS), and Electronic Parts Catalog (EPC).

Exclusivity.

Mercedes-Benz will drop-ship Restricted Aluminum Structural Parts only to Elite Certified Collision Centers. No other collision center can have access to these parts.

Profitability.

A potential increase in part sales, since all Certified Collision Centers must use new Genuine Mercedes-Benz Parts purchased from their sponsoring dealer.



Initial Application Process: Mercedes-Benz Vehicles

Enrolling in the Mercedes-Benz Certified Collision Program starts with a thorough review of all the program requirements and standards found on www.mbcollisioncenters.com. The participating facility should be sure they meet these requirements or are willing to do so before proceeding. Once the dealer and collision center understand the requirements and mutual benefits of the program, the application should be forwarded to the After-Sales Operations Manager and Area Manager for their signatures of approval. Then it will be forwarded to the Mercedes-Benz Collision Team for final evaluation.

The goal of the Certified Collision Program is to offer a Mercedes-Benz Certified Collision Center to all customers, which means successfully filling all open Areas of Influence (AOI). Dealerships can sponsor as many collision centers as needed to address their customer's needs. Applying/interested Collision Centers should be in their sponsoring dealership's sales area or within a reasonable distance as determined by MBUSA. The dealership's AOI and Units in Operation (UIO) will be analyzed and the approval with be determined by MBUSA. If there is not adequate coverage within a market, the dealership will receive a letter from MBUSA. If the dealer does not take action to sponsor a Collision Center within 6 months from the notice, MBUSA will extend the opportunity to dealers outside of the AOI. All parties will be notified via email about whether the application has been approved or denied.

Should the application be approved, MBUSA will debit the dealer's parts statement for the full certification fee during the next available billing cycle. In most cases, the sponsoring dealer will pass this fee on to the collision center. At the same time, the collision center will be contacted by MBUSA's audit partner about starting the audit process and scheduling an on-site visit. This visit should be scheduled within 30 days of the application approval notification.

The goal of the certification audit is to ensure that all of the standards and requirements are met by the collision center. The collision center must review the program requirements and complete a self-assessment to measure its readiness to comply.

If the collision center passes the on-site certification audit and meets all program standards, it will be officially certified as a Mercedes-Benz Certified Collision Center. Certification will be granted for two years, contingent on the dealership sponsorship and meeting the continuing training requirements. The Mercedes-Benz Collision Team will send a letter of congratulations to all parties with regard to the new Certified Collision Center. The collision center will also receive a plaque that signifies their tier level and participation in the program.

Conversely, failure to pass any of the requirements and standards of the program will result in outstanding action items that can be tracked online and made visible to the collision center. Once the action items have been successfully fulfilled, the Mercedes-Benz Collision Team will issue certification.

The facility will have 30 days from the initial audit to address open action items. Failure to complete these action items will result in termination of the certification process. The collision center will be able to reapply once it is able to meet the requirements. Due to costs incurred in the audit process, once the on-site audit is completed, there will be no refund of the base certification fees.



Initial Certification Process: Mercedes-EQ Vehicles

As more Mercedes-EQ vehicles take to the roads, there is a greater need to provide specialized care. That's why the Mercedes-EQ Certified Collision Program (MBEQCCP) has developed another repair tier dedicated to the proper restoration of Mercedes-Benz electric vehicles.

From safety systems and technology, to batteries and parts, Mercedes-EQ vehicles are different than other vehicles in the Mercedes-Benz fleet. So when it comes to repairing a Mercedes-EQ after an accident, the MBEQCCP is the right choice for our customers. MBEQCCP requires a participating repair facility to have the proper tools and equipment in place, as well as at least one dedicated Technician specifically trained in Mercedes EQ vehicle repair work. To ensure that Technicians have skills and know-how to restore Mercedes-EQ vehicles- and that a participating repair facility meets the necessary requirement set forth by the MBEQCCP, a number of eLearnings and instructor-led courses are now available. For more information, please go to the "Program Standards" section in this brochure.

To help raise awareness, EV repair-specific marketing materials, and a special Mercedes-Benz Mercedes-EQ Certified Collision Center designation on the locator will be available to repair facilities that take part in the MBEQCCP. Should Roadside Assistance be contacted after an accident occurs, they will refer Mercedes-EQ owners to the proper repair facility using the most-up-to-date list of approved Mercedes-EQ Certified Collision Centers.

Sponsoring dealerships are required to sell and service Mercedes-EQ vehicles and work with their certified collision center partners to address any vehicle or customer needs. To apply for the MBEQCCP, a repair facility must be a Mercedes-Benz Elite Certified Collision Center for passenger vehicles prior to enrollment. Facilities new to the Mercedes-Benz Certified Collision Program can still apply to the MBEQCCP, but it has to be done in conjunction with receiving Elite certification.

To apply to the MBEQCCP, a repair facility must complete this application, then submit it to the MBUSA Collision Team. All signatures and information must be filled out before submitting. Please note: both applications - the initial MBEQCCP and Elite certification - will follow the same audit process. For current MBCCP participants interested in the MBEQCCP, a slightly modified audit process will be used.



Initial CertificationProcess: Mercedes-Benz Vans

As an extension of our current program tiers, the Mercedes-Benz Vans Certified Collision Program (MBVCCP) provides Sprinter and Metris customers with a dependable repair facility that meets the needs of their larger vehicles. Since the majority of our Sprinter and Metris customers use their vehicles for business purposes, any downtime could be detrimental to their livelihood. Facilities that wish to participate must understand that speed and efficiency are critical to servicing our Vans customers.

Sprinter and Metris vehicles come in different lengths and heights. As a result, facilities must be properly equipped with larger work areas to support the sizes of these vehicles. The MBVCCP has additional standards in place to ensure that our Vans customers are able to use any of our Vans Certified Collision Centers. Technicians at these facilities must be knowledgeable in repair techniques and procedures for Sprinter and Metris vehicles. As a result, hands-on training courses are provided and required for these facilities. Details of these requirements are listed under the "Program Standards" in this brochure.

Special marketing for the participants in the MBVCCP will be available, as well as a designation as a Vans Certifi ed Collision Center on the locator. Also, our Roadside Assistance team is updated with a list of the approved Vans Certifi ed Collision Centers to ensure these vehicles go to facilities that are capable of working on them.

For optimum customer service to our Vans customers, we are requiring that all sponsoring dealerships sell and service Sprinter and Metris. Through this sponsorship, the Vans Certified Collision Center will have access to Sprinter technical training courses.

Facilities that are interested in applying for the MBVCCP must already be a Mercedes-Benz Certified Collision Center for passenger vehicles; facilities that are new to the Mercedes-Benz Certified Collision Program may apply for the MBVCCP in conjunction with the passenger certification. Obtaining the Mercedes-Benz Vans Collision Certification alone is not possible at this time. To apply, complete the application and submit it to the MBUSA Collision Team. The application can be found at www.mbcollisioncenters.com. Please ensure that all signatures and information have been filled out prior to submitting.

The initial application process for the MBVCCP will follow the same audit process as the passenger vehicles. For current MBCCP participants interested in the MBVCCP, a slightly modified audit process is in place.



Recertification

Every two years, Certified Collision Centers are evaluated for recertification. At that time, both the dealership and the Certified Collision Center will be notified via email by a Mercedes-Benz audit partner that a review is pending and an on-site visit needs to be scheduled. Should the Certified Collision Center or sponsoring dealership not wish to maintain its certification status, it is imperative that all associated parties be informed in writing of the decision prior to the audit visit.

Once an on-site audit visit has been scheduled, MBUSA will debit the dealer's parts statement for the recertification fee during the next available billing cycle. In most cases, the dealer will pass this fee on to the collision center.

If the collision center meets the requirements for recertification, the Mercedes-Benz Collision Team will extend the collision center's status as a Mercedes-Benz Certified Collision Center for an additional two years. Another letter of congratulations will be sent to all associated parties, including MBUSA Field Staff, dealership, and collision center contacts. The Certified Collision Center will also receive a new medallion for its certification plaque featuring the year through which the certification is valid.

Conversely, failure to pass any of the requirements and standards of the program will result in outstanding action items. The action items can be tracked online and their status will be made visible to the collision center. Once the action items have been successfully fulfilled, the Mercedes-Benz Collision Team will recertify the collision center.

Failure to complete the action items within the established time frame will result in termination of the certification status. The collision center will then be able to reapply after 12 months from the date of termination. Due to the costs incurred during the recertification process, the recertification fee will not be reimbursed.



Program Fees

Dealer-Owned Collision Centers

BASE	Initial Certification Included	Recertification Included
ELITE	Initial Certification \$12,000 Fees cover one Welding Technician; additional Technicians	Recertification \$10,000 s are \$10,000 each
MERCEDES-EQ	Certification Fee No additional fee as fee is included with Elite Certification	Recertification Fee Certification fee for Mercedes-EQ will be included with the facilities that are Elite certified. (No additional fee for Mercedes-EQ)
VANS	Certification Fee Included	Recertification Fee Included

Note: Certification fee for Mercedes-EQ will only be included with facilities that are Elite certified. Initially Base certified facilities will not be allowed to be Mercedes-EQ certified.

Dealer-Sponsored Collision Centers

BASE	Initial Certification \$5,500	Recertification \$4,500	
ELITE	Initial Certification \$15,000 Fees cover one Welding Technician; additional Technician	Recertification \$12,000 s are \$10,000 each	1
MERCEDES-EQ	Certification Fee No additional fee as fee is included with Elite Certification	Recertification Fee Certification fee for Mercedes-EQ will be included with the facilities that are Elite certified. (no additional fee for Mercedes-EQ)	
VANS	Certification Fee \$2,500	Recertification Fee \$2,000*	



What's Included in the Certification Program?

BASE	Initial Certification Initial on-site audit visit Access to Mercedes-Benz Academy for technical training modules Certification Plaque Initial Marketing Package WIS and EPC for repair procedures Access to www.mbcollisioncenters.com
	Recertification On-site recertification audit visit Medallion Continuing training modules
ELITE	Initial Certification In addition to the Base Certification Training for one Technician to ISO 9606-2 Welding Standard (one-time course plus three 6-month work trials) Elite Certification Plaque Access to restricted structural aluminum parts with drop-ship convenience to the collision center Marketing designation on locator for Elite Centers
	Recertification In addition to the Base Certification Recertification course for one Technician to ISO 9606-2 Welding Standard (one refresher course plus three 6-month work trials)
MERCEDES-EQ	Initial Certification and Recertification In addition to the Elite Certification • Mercedes-EQ Training is available to as many as the facility wants to train, the requirement is a minimum of one • Ability to work on Mercedes-EQ vehicles • Mercedes-EQ Certification Plaque
VANS	Initial Certification and Recertification In addition to the facility's current program tier Marketing designation on locator for Vans Program Specific marketing for Vans and their customers Access to Sprinter- and Metris-specific training courses Fleet business connections—additional business opportunities possible.



Program Standards

Criteria	Measurement/Notes	Audit Observations
Appropriate dress code is in place for all customer-facing Certified Collision Center (CCC) employees	Business, Business Casual or uniforms for Technicians Only applicable if customer-facing	Visual inspection by auditor; documentation with photo if not up to standard
All customer-facing CCC employees are wearing name tags	Spot check during shop audit if all CCC employees are wearing name tags Only applicable if customer-facing	Visual inspection by auditor; documentation with photo if not up to standard
Onsite Receptionist/Greeter	A Greeter or Receptionist is present to act as a first point of contact for customers at all times Only applicable if customer-facing	Visual inspection by auditor; documentation with photo if not up to standard
Priority handling for Mercedes-Benz Customers	Mercedes-Benz Customers are given priority in appointment scheduling	Visual inspection of lot and shop area: Are vehicles just sitting around? If they are, why?
Courteous Customer Interactions	All customer contact must always be courteous and respectful, every time, no exceptions	
Hours of Operation	Must be clearly displayed	Visual inspection; documentation with a photo of area where hours should be displayed if not displayed
Estimates and Invoices	Must be computer-generated	Random Repair Order file pulls
Repair follow-ups	Must be done via phone, email, or text message on a consistent and regular basis	Random Repair Order file pulls
Test Drives	CCC Manager or Estimator must be available upon delivery to test-drive the vehicle at customer's request	
Car Wash	Inside and outside wash must be performed prior to customer delivery	Spot check on trunk cleanliness
	Customer Satisfaction Index	
Criteria	Measurement/Notes	Audit Observations
The CCC is utilizing a third-party company to measure CSI for all Mercedes-Benz Customers and is tracked electronically	CCCs are required to have the ability to provide monthly reporting to the MB Collision Team	CSI report made available to auditor at time of audit

Program Standards

Liability Insurance		
Criteria	Measurement/Notes	Audit Observations
Minimum of \$3 million in liability insurance	Can CCC produce a valid and up-to-date copy of insurance coverage confirming the policy limits? Does the document list the facility as the covered garage?	Photo must be in file; obtain photo if not
	Infrastructure	
Criteria	Measurement/Notes	Audit Observations
All State and Federal Infrastructure Codes and Regulations must be met at all times	Must have at least one person who is responsible for regulations and a compliance process in place	
Customer Lounge	Must be clean, well-lit, odor-free, and comfortable with suitable reading materials, TV, and amenities Only applicable if customer-facing	Visual inspection by auditor; documentation with photo
Secure Parking	Secure parking available for vehicles awaiting repairs, facing away from customer parking	Visual inspection by auditor; documentation with photo
Customer Parking	Clearly marked, well-lit, accessible, and hard-surfaced. Handicapped parking as per relevant regulations Only applicable if customer-facing	Visual inspection by auditor; documentation with photo
Customer Restroom	Must be separate from employee restroom(s). Must be clean, well-lit, odor-free, well-maintained, and appropriate for Mercedes-Benz customers Only applicable if customer-facing	Visual inspection by auditor; documentation with photo
Dedicated Aluminum Repair Area	Must be a dedicated hard-walled room with washable walls or a curtain-walled isolation station; must be clearly portioned off from areas; hard-walled room or curtained area option must have separate lighting, air filtration, and designated aluminum-only repair tools and equipment	Visual inspection by auditor, with photos of exterior, interior, and aluminum tools in the work area
Adequate Lighting in work areas	Min 70-foot candles in metal shop Min 90-foot candles in paint shop and detailing, with color-corrected bulbs	Visual inspection by auditor; documentation with photo
Downdraft Spray Booth	UL- and CE-approved in conjunction with local, state, and EPA regulations	Visual inspection by auditor; documentation with photo

20 21

Program Standards

	Production Flow Management	
Criteria	Measurement/Notes	Audit Observations
CCC utilizes a production flow management system	Did the CCC Manager demonstrate the utilization of a production flow management system to the auditor?	Visual inspection and documentation by the auditor
Electronic monthly reporting to MB Collision Team	CCCs are required to have the ability to report repair data on MB vehicles to MBUSA	
	Genuine Parts Usage	
Criteria	Measurement/Notes	Audit Observations
Only new Genuine MB Parts are used for the repair of MB vehicles Orders must be placed through the sponsoring dealership	CCCs should submit part orders through their sponsoring dealership	Random Repair Order pulls; documented by auditor
	WIS Repair Instructions	
Criteria	Measurement/Notes	Audit Observations
WIS repair instructions are used for every repair procedure on an MB vehicle	WIS repair instructions (digital or paper documents) attached to the repair	Random Repair Order pulls at time of aud
	Glass Repairs	
Criteria	Measurement/Notes	Audit Observations
Genuine Glass, Adhesive, and the authorized glass removal tool must be used	If glass repair is sublet to a third party, the collision center should ensure that said third party uses Genuine Glass and Genuine Adhesive	Auditor to verify whether the authorized glass removal tool is on site; photo documentation of tool in use and invoice must be provided; random Repair Order pulls to verify Genuine Glass and Adhesive
	Dealer Return	
Criteria	Measurement/Notes	Audit Observations
Mercedes-Benz vehicles must be returned to dealer if calibration of systems is required	Mercedes-Benz vehicles have many components that need specialized reconfiguration by the dealer (e.g., wheel alignment, SCN coded parts, DISTRONIC® and DISTRONIC PLUS,® etc.)	Random Repair Order pulls by auditor

Program Standards

	Paint	
Criteria	Measurement/Notes	Audit Observations
The use of Mercedes-Benz-approved paint systems is required	MB-approved Paint: BASF (Glasurit & RM), Axalta (Spies Hecker & Standox,) AkzoNobel (Sikkens), and PPG	Photo documentation of paint mix room done at audit If MB-approved paint is a secondary supplier, RO must show use of approved paint
s	ublet of Aluminum Structural Repairs	
Criteria	Measurement/Notes	Audit Observations
Elite Certified Collision Centers are authorized to perform structural aluminum welding	Certified Collision Centers without Elite certification must release the vehicle or sublet the entire repair to completion to a Mercedes-Benz Elite Certified Collision Center. Repairs may not be split among multiple shops	Visual inspection of repairs being performed in the collision center
	Vehicle Protection	
Criteria	Measurement/Notes	Audit Observations
Vehicles, both interior and exterior, are to be protected from work in progress	Floor mats, seat covers, steering wheel covers, and fender covers must be used at all times. Spot check on MB vehicles that are currently under repair in the collision center	Visual inspection of surrounding MB vehicles; if no protection, then take a photo to document noncompliance
	Vehicle Straightening	
Criteria	Measurement/Notes	Audit Observations
CCC utilizes Mercedes-Benz-required	Verification of availability of jig kits on site, or collision center must provide proof of jig rental	Photo documentation at time of audit that collision center has a universal jig set (Ca Bench) or a library of jig sets readily
equipment for straightening	history	available. If no jigs on site, CCC must provide rental history
equipment for straightening	history Blue-Printing	available. If no jigs on site, CCC must
equipment for straightening Criteria	,	available. If no jigs on site, CCC must

22 23

Program Standards

Training Requirements		
Criteria	Measurement/Notes	Audit Observations
All issued MB IDs correspond to employed personnel Each employee working on MB vehicles or with MB Customers must have an MB ID#	A minimum of five employees or 50% of the total staff (whichever is greater) must have an MB ID#	Visual inspection by auditor Collision center to provide employee roster ROs, randomly pulled by auditor, to verify who wrote and repaired the vehicle to confirm that the standard is upheld
Each MB ID#-issued Technician must complete all base trainings In addition to the base courses, the facility must complete two instructor-led and four	MBUSA to provide current list of completed trainings for MB ID#-issued Technicians to auditor	MB Academy training report reviewed by auditor
e-learning courses per year Training records are maintained for each MB ID#-issued employee by the facility	Facilities must maintain training records	

Elite Certified Standards

In addition to the above standards, Elite Certified Collision Centers must meet the following Elite standards

Aluminum Training Requirements		
Criteria	Measurement/Notes	Audit Observations
A minimum of one Technician with a valid MB ID# has valid ISO 9606-2 Welding Certification	MBUSA to provide list of certified welders and their current status	Confirm facility has a Mercedes-Benz certified welder on staff If the welder is no longer at the facility or has fallen out of certification, the facility will be suspended immediately as an Elite Certified Collision Center

Mercedes-EQ Certified Standards

All Certified Mercedes-EQ Centers must already be an Elite Certified Collision Center. Mercedes-EQ Certified Collision Centers must meet the below standards in addition to Elite Certified requirements.

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	Customer Experience	
Criteria	Measurement/Notes	Audit Observations
Battery must be charged to a minimum of 80% before delivery back to customer	State of charge documentation in file and customer feedback	Auditor to review files and, if available, visually inspect vehicles charging or ready for delivery
	Infrastructure	
Criteria	Measurement/Notes	Audit Observations
Mercedes-Benz battery table	Must have approved Mercedes-Benz battery table	Photo documentation at time of audit that CCC has a battery table. If no battery table on site, CCC must provide rental history
Xentry unit	Must have a Xentry unit or equivalent MB software package.	Photo documentation at time of audit that collision center has a Xentry unit or equivalent MB software package. If no exentry on site, CCC must provide rental history
Level 2 charging station on-site	Must have at least one level 2 charger at the collision center	Photo documentation at time of audit that collision center has a charging station. If no charging station on site, CCC must provide rental history
Ability to isolate Mercedes-EQ vehicle	If necessary, adequate space required to isolate vehicle	Photo documentation at time of audit that CCC has space for isolation
	Training Requirements	
Criteria	Measurement/Notes	Audit Observations
All staff must have basic high voltage training from MB. Minimum of 1 technician fully EV trained by Mercedes-Benz on staff to be certified initially with a minimum of 3 by their next recertifications	MBUSA to provide current list of completed trainings for MBID issued technicians to auditor. Facility can review training records and facility compliance on the audit site	Confirm with MB Training Department that Technician has attended Mercedes-EQ ILT training and completed eLearnings. Facility can review training records and facility compliance at the audit.
	Vehicle Protection	
Criteria	Measurement/Notes	Audit Observations
Battery parameters must be monitored - avoid excessive discharge and/or heat.	WIS instructions for battery with vehicle in process of repair. Battery should have a minimum of 20% charge before it is powered down, (excludes emergency power down). If no power down needed battery state of charge should be monitored and kept above 20%	Visual inspection and documentation by the auditor

Noncompliance with any of these criteria will lead to the immediate termination of MB Certification status.

24 25

Vans Certified Standards

All Vans Certified Centers must already be a Certified or an Elite Certified Collision Center. Vans Certified Centers must meet the following standards in addition to their tier's requirements

	Training Requirements	
Criteria	Measurement/Notes	Audit Observations
Hands-on Sprinter/Metris training	At least one Technician must attend a hands-on Sprinter/Metris course in Houston within a year of receiving MBVCCP certification	Confirm with the MB Training Department that a Technician has attended a hands-on Sprinter/ Metris course in Houston
	Infrastructure	
Criteria	Measurement/Notes	Audit Observations
Spray booth must be a downdraft or low-bake cabin with a minimum of 12 feet of interior clearance	Must be able to clear the "Super High Roof" on Sprinter Vans	Auditor to verify inside of paint booth is at least 12 feet high and document with photo
Heavy-duty two-post lift	Two-post lift must be rated to hold up to 15,000 lbs. Must be able to accommodate vehicle weight and any additional items left in the van by the customer	Auditor to verify lift rating and document with photo
	Vehicle Straightening	
Criteria	Measurement/Notes	Audit Observations
Jig sets and fixtures	Vans Centers should own the jig sets for both Sprinter and Metris. If not owned, rental invoices must be saved in vehicle files	Visual confirmation of jig sets if owned. File reviewed to confirm rental invoices if rented



Useful Documents and Links

(Located in NetStar)

- > Dealer Agreement template
- > Dealer Indemnification / Hold Harmless template
- > Application for Mercedes-Benz Certified Collision Program <u>www.mbcollisioncenters.com</u>
- > MBUSA Certified Collision Program Standards
- > MBUSA Certified Collision Program Tool and Equipment Standards

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Mercedes-Benz Certified Collision Center

