

To Schedule Service for your vehicle go to <http://www.markleygm.com/> click the Service tab found near the center of the Markley GMC Buick Home page. Click Service Appointment in the drop down and this will direct you to a page where you can now start the process of Scheduling the Service of your Vehicle.

1. Appointment: To set-up an appointment click a date on the Calendar in which you would like to schedule service. The date you desire will pull up to the right of the calendar with the next four available days. Pick a time by clicking the drop down arrow labeled Morning or Afternoon and select an available AM or PM appointment time that is desired. The time slot will turn green with a check mark when selected correctly. If the curser icon changes from an arrow to a red circle with a line through the circle the time is not available.

Continue: Click the Red Box that is labeled Continue to proceed.

2. Select your Vehicle: Select your Vehicle Year, Vehicle Make and Vehicle Model by clicking on the drop down arrow located below the Titles. Scroll through the options to select your vehicles description, then click on the text box for Mileage and enter your Vehicles Miles. Only Vehicle Year, Vehicle Make and Vehicle Model is required, Vehicle Mileage is not.

Continue: Click the Red Box that is labeled Continue to proceed.

3. Service: There are **two options** when selecting Services.

Option 1 "Service Offers": Select any of our Service Offers by clicking on the red box labeled "Select Offer". The red box will turn green when selected correctly. Use the arrows located to the left and right of the Service Icons to scroll through all of our Service Offers.

Option 2 "Service Needs": Select any of the individual services you would like completed for your vehicle by clicking on the desired Service Icon. The Service Icon will turn green with a check mark when selected correctly.

* You may choose both Service Offer and Service Needs if desired and a text box is located below both options for any additional services or comments.

Continue: Click the Red Box that is labeled Continue to proceed.

4. Confirm: Fill in all required fields concerning your contact information by clicking on each text box. Choose a state by clicking on the drop down arrow and selecting your State of Residence and click the radio box for preferred way of contact. Any additional comments can be entered by clicking in the text box labeled "Addition Comments", but is not required. You may also edit any of your previous appointment details by clicking on the red text labeled "edit" identified in parentheses.

Submit Service Request: To complete the online scheduling process Click the Icon labeled Submit Service Request and we will contact you via Email or Phone depending on your desired method of contact to confirm appointment.

*Please take a second to answer a couple questions by clicking the red box labeled Website Feedback on the Request Complete page and let us know your opinion concerning this online service.