

Rohrer Bus Sales

Invoicing, Registration, & Account Information Sheet

*IMPORTANT: The following information is needed promptly. Without all information, your vehicle cannot be delivered and registration cannot be submitted to the DMV. Failure to provide complete information could result in the delay of receiving your registration. (Information can be sent via e-mail)

ITEMS WHICH NEED TO BE RETURNED WITH THIS INFORMATION SHEET

- Photocopy of current insurance card for policy listed above
- If OB tag is to be issued, a letter of usage is required by DMV
- School contract/letter with current dating and signature (for school bus or vehicles)
- Authorization to Sign letter from your agency/company

TITLING INFORMATION

(Must include street address along with PO Box – DMV will not title to PO Box alone)

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____ County: _____

INVOICING INFORMATION

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____ County: _____

Contact Person: _____ Fax: _____

Telephone #: _____ E-mail: _____

Tax Exemption #: _____

INSURANCE INFORMATION

Insurance Company: _____

Policy #: _____ Effective Date: _____ Expiration Date: _____

LIEN HOLDER

(Must include street address along with PO Box – DMV will not title to PO Box alone)

Name: _____

Address: _____

Financial Institution #: _____ Phone #: _____

TYPE OF LICENSE PLATE

Check One: SC BA SV OB MG TRANSFER

Transfer Info: Plate #: _____ Expiration Date: _____

VIN: _____ Title #: _____

Fleet Information (if applicable) Acct #: _____ Fleet #: _____

Equip #: _____

TRADE INFORMATION

Year/Make/Model: _____

Complete VIN: _____ Mileage: _____

ITEMS NEEDED AT THE TIME OF DELIVERY

- Copy of **front & back** of signer's driver's license-required by DMV
- Title for all trades
- Payment in full unless other arrangements have been made

Call with questions to Donna at 1-800-735-3900 ext. 244.

Please e-mail or fax the information to Donna Crider at

salesadmin@rohrerbus.com or 717-957-0158.