



# ROHRER

School & Commercial Bus Sales

## School Bus Invoicing, Registration, & Account Information Sheet

\*IMPORTANT: The following information is needed promptly. Without all of this information, your vehicle cannot be titled and registration cannot be submitted to the DMV. Failure to provide complete information could delay your motor vehicle documentation as well as your new vehicle delivery. (Information can be sent via e-mail unless otherwise indicated)

### ITEMS WHICH NEED TO BE RETURNED WITH THIS INFORMATION SHEET

- Photocopy of current insurance card for policy listed below
- 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)

### 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: \_\_\_\_\_  
 Sales Contact Person: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Tax Exemption #: \_\_\_\_\_  
 Title & Tag Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Shop/Service Contact Person: \_\_\_\_\_

### INSURANCE INFORMATION

Insurance Company: \_\_\_\_\_  
 Policy #: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### LIEN HOLDER

Bank or Finance Company: (If no lien holder, write NONE) \_\_\_\_\_  
 Phone#: \_\_\_\_\_ Street Address: \_\_\_\_\_  
 Contact Person/Title: \_\_\_\_\_  
 Lien Holder Corp. Code (15 digits): \_\_\_\_\_

**TYPE OF LICENSE PLATE (Circle One)**

**SC                      BA                      SV                      OB                      MG                      Transfer**

Complete only if transferring current plate: Transfer Information:

Plate #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

VIN: \_\_\_\_\_ Vehicle Description: \_\_\_\_\_

Fleet Information Acct # (if applicable): \_\_\_\_\_ Fleet #: \_\_\_\_\_ Equip. #: \_\_\_\_\_

**TRADE INFORMATION**

Year: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Capacity: \_\_\_\_\_ Engine: \_\_\_\_\_ Brake Type: \_\_\_\_\_ Transmission: \_\_\_\_\_

Complete VIN: \_\_\_\_\_ Mileage: \_\_\_\_\_

Attach copy of title showing clear title (liens satisfied, if applicable)

**WARRANTY REGISTRATION INFORMATION**

Please indicate who should receive warranty notifications, recall notices, parts & service materials, or other communications regarding the purchased vehicle:

Individual's Name: \_\_\_\_\_ Work Title: \_\_\_\_\_

Work Department (i.e.: Transportation): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mailing address if different than title address: \_\_\_\_\_

**ITEMS NEEDED AT THE TIME OF DELIVERY**

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

Questions? Call Leann at 1-800-735-3900 ext. 1351.  
Please e-mail or fax the information to Leann Engle at  
lengle@rohrerbus.com or 717-957-4884.