



ROHRER

School & Commercial Bus Sales

Invoicing, Registration, & Account Information Sheet VA

*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

TITLING INFORMATION (Certificate of Ownership)

(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 #: _____

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): _____

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 at the Agency should receive warranty notifications, recall notices, parts & service information, or other communications regarding the purchased vehicle:

Individual's Name: _____ Work Title: _____

Work Department (i.e.: Public Works): _____

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

Call with questions to Kay at 1-800-735-3900 ext. 1352.

Please e-mail or fax the information to Kay Hornberger at khornberger@rohrerbus.com or 717-957-4884.