



SUPPLY ORDER FORM – COMPLETION & EMAILING INSTRUCTIONS

For use by Dealers, Town Clerks etc.

INSTRUCTIONS FOR COMPLETING FORM

It is imperative that forms received by DMV are current as obsolete forms contain incorrect information and often cause delay in issuing a registration to the customer. Please evaluate the form date each time you order. If you find that most of your current stock is obsolete, please request new stock and **destroy old stock** when new stock is received. All DMV forms are ordered on an annual basis. To determine whether the form you have is obsolete, use the following rule of thumb:

Current Year = 2008 Obsolete forms = All forms 2006 and older.

So as not to inundate the DMV Stockroom with requests for current forms please stagger your requests if you have a need for more than five (5) current forms. The DMV Stockroom will only update up to 5 forms per order.

Please Note: The Stockroom will ask to see identification for anyone picking up metal plates or form # TA-VT-05a, Registered Owner's Assignment /Dealer's Reassignment Of Title To A Motor Vehicle/Vessel/ Snowmobile/ATV.

Requestor/Dealer will complete the TA-VG-17b - Supply Order Form as follows:

1. Requestor/Dealer Name
2. Date (Date form completed by requestor/dealer)
3. Requestor/Dealer Address (Street, City, State, Zip)
4. Requestor/Dealer Phone Number
5. Dealer Number
6. Requestor/Dealer Email Address
7. Form Number:
 - a. The DMV form number is indicated on the bottom left hand corner on front of most forms (ex. TA-VG-17b (d) 5M 10/08 CAY). This is the form's "history line". The form number is the beginning alphanumeric series (TA-VG-17b). The next alpha character indicates whether the form is a form that is used directly by our customers ('d'), or only used in-house ('i'). The quantity ordered is the third alphanumeric series (5M). The fourth numeric series indicates the month and year of the last time the form was ordered/revised (10/08). The final sequence indicates the initials of the individual who processed the last order (CAY).
8. Description of Item/Name of form (usually indicated at the top of the form, i.e. "Supply Order Form").
 - a. For Dealers participating in metal plate program, when ordering plates, indicate "Metal plates" and the type of plates you wish to receive, i.e. Auto or Truck.
9. Quantity. Indicate the total number of each item you wish to receive. This number is per item not per lot, except metal plates, which are ordered by sets.
 - a. For Dealers participating in metal plate program, when ordering plates, indicate the number of each type of plate you wish to receive.
 - b. Metal plates must be ordered in multiples of 25 sets.
10. For all orders, check one of the following:
 - a. Will pick up. Date: _____ (Metal plate orders require a 4-day lead time. Lead-time applies only to dealers participating in the metal plate program who are ordering metal plates.) Bring a copy of the form previously faxed to the stockroom when you come to pick up your order.
 - b. Please Mail. Does not apply to metal plates issued to Dealers. These plates must be picked up.

INSTRUCTIONS FOR EMAILING THIS FORM

- Key all of your information into the appropriate areas on the order form.
- Click on **File**, then **Save As**
- Name the completed form (for example, you may want to name it DMVOrder12-22-08) and **Save** it to a file on your computer.

You have a choice of two methods of actually emailing the form:

1. Send an email to DMV-Stockroom@state.vt.us and attach the saved file to your email, **OR**,
2. After saving the file in *Adobe Acrobat Reader*:
 - Keep the file open in *Adobe Acrobat Reader*
 - Click on **File**, then click on **Attach to Email**
 - This should open up your email application with your (saved & completed) form automatically attached to the email
 - Address your email to DMV-Stockroom@state.vt.us and send it