

Department of Motor Vehicles Agency of Transportation Vermont Department of Motor Vehicles 120 State Street Montpelier, Vermont 05603-0001 **dmv.vermont.gov**

For use by Vermont Dealers Only

Name:			Date:	
Street:			Phone #:	
City:		State:	Zip Code:	
Dealer Number:	Email Address:			
Form #		Description of I	tem	Quantity
		•		

NOTE: Form number, description, and quantity MUST be supplied to ensure the order will be filled.

Stockroom

P: 802.828.2090

F: 802.828.3723

E: DMV.Stockroom@Vermont.gov

Dealer & Inspections Unit P: 802.828.2038 F: 802.828.2092 E: <u>DMV-DealersInspections@vermont.gov</u>

Instructions for Completing the Form

You may submit your completed form by email: <u>DMV.Stockroom@vermont.gov</u> or fax: 802.828.3723

All DMV forms have a form number that includes a date last revised; for example, this form was last modified in August 2023. Please ensure you are using current forms.

VG-019 08/2023 MTC

Complete the 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:
 - The DMV form number is indicated in the bottom left-hand corner on the front of most forms. For example, on this form, "<u>VG-019</u> 08/2023 MTC" (the first 6-7 characters are the form number, followed by the date it was last revised).
- 8. Description of Item/Name of the form (usually indicated at the top of the form, i.e. "Dealer Supply Order Form").
 - For Dealers participating in the 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 for metal plates ordered by sets.
 - For Dealers participating in the metal plate program, indicate the number of each type of plate you wish to receive when ordering plates.
 - Metal plates must be ordered in multiples of 25 sets.