

DEALER TRANSACTIONS GUIDELINE

DEALER TRANSACTIONS AT THE COUNTER

1. Three [3] transactions per visit at the counter [without appointment].
2. Additional transactions may be processed if no customers are in the store.
3. Appointments may be reserved for more than three [3] transactions at the counter.

DEALER TRANSACTIONS MAILED IN

1. Unlimited transactions processed
All dealer work is time/date stamped when received.
2. Standard processing time [3-5 business days]
Day of delivery not included.
3. Rush processing time [1-2 business days]
Day of delivery not included.
4. Unprocessed dealer work [Held for 30 days]
Return unprocessed dealer work to dealer.

COMPLETED DEALER TRANSACTIONS

1. Mail tags, registration w/month and year stickers directly to the customer.
2. Mail tags, registration w/month and year stickers back to the dealer.
3. Customer picks up the tags, registration w/month and year stickers.

SHIPPING METHODS

1. Dealer provides shipping label with the transaction package.
2. Diversified Tag & Title Services uses the U.S. Post office [w/delivery confirmation]

DEALER TRANSACTIONS "HOLD TIME"

1. Dealer transactions are held onsite at Diversified Tag & Title Services for 30 days.
2. Dealer transactions over 30 days or older will be returned to the Dealer.

Diversified Tag & Title Team