

FORM MUST BE COMPLETED FOR DROP-OFF WORK



Davidson County Clerk
 Howard Office Bldg.
 700 2nd Ave South Suite 101
 Nashville, TN 37210
 PHONE 862-6252
 FAX 214-9973

CHECK BOX IF PAYING WITH CREDIT CARD

Using this check list, please enter a below to indicate you have verified these requirements for each transaction. Failure to do so could result in all your transactions being returned.

DEALER CHECK LIST:

- Payment
- Vehicle Color
- Customer Phone #
- Emissions Test (If Applicable)

Please Print:

 Dealership/Business

 Commission # or assigned #

 Contact Name and Phone Number

 Email Address

 Date Sent to Clerk's Office

 Fax Number

 Date picked up from Clerk's Office

 Signature

***** NO MORE THAN 10 TRANSACTIONS (PER SHEET) *****

VEHICLE IDENTIFICATION NUMBER

CUSTOMER

AMOUNT

TRANSACTION

Check List

1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

PLEASE INITIAL ANY ALTERATIONS