

Autofile™ Filing Systems Explained

Our new 16-page, full-color Autofile catalog effectively combines all of our products that are specifically designed for the auto industry, from filing supplies to dealership accessories.

Organization is one of the keys to success! Car dealerships need to file and organize paperwork so the information can be quickly obtained when a customer returns. The products featured throughout this catalog are exactly what they need to manage their files properly, use space efficiently, eliminate misfiles, and access records easily. Here's a brief explanation to help you understand how your customers are using these filing tools:

Sales departments typically sort their files by the first three letters of the customer's last name.

Model Year _____ Stock # _____
 Model _____ Sold To _____
 VIN# _____ Date Sold _____ Address _____
 Motor Serial # _____ Invoice # _____ City _____
 Date Purchased _____ Mileage _____ State _____ Zip _____
 Name of Seller _____ Phone # _____
 Address _____
 City _____ Bill of Sale
 State _____ Zip _____ Title
 Title # _____ Odometer Certification
 License # _____

Received Title _____ Signature of Purchaser _____

..... Manufacturer and year of vehicle, or month and year vehicle lease expires (shown)

..... Name label with customer's full name

..... First three letters of customer's last name

Sales jackets are also available in double-ply blank top-tab.

Service departments generally sort their files by the last six digits of the vehicle identification number.

VEHICLE IDENTIFICATION NUMBER _____

WARRANTY/SERVICE DATE _____ YEAR _____ MAKE _____ MODEL _____
 KEY NUMBERS NEW
 IGNITION _____ TRUNK _____ USED COLOR CODE _____ OTHER
 ORIGINAL OWNER EXTENDED WARRANTY PURCHASED
 NAME _____
 ADDRESS _____
 CITY / STATE / ZIP _____
 RESIDENCE TELEPHONE _____ JOB TELEPHONE _____
 SECOND OWNER WARRANTY ADJUSTMENT
 NAME _____ AUTHORIZATION NUMBER _____
 ADDRESS _____ WORK PERFORMED _____
 CITY / STATE / ZIP _____ AUTHORIZED BY _____
 RESIDENCE TELEPHONE _____ AUTHORIZATION DATE _____
 AUTHORIZATION TIME _____
 CUSTOMER'S COST \$ _____
 THIRD OWNER COMMENTS
 NAME _____
 ADDRESS _____
 CITY / STATE / ZIP _____

..... Manufacturer and year of vehicle

..... Last six digits of VIN from vehicle

..... Last month of service on vehicle

..... Last year of service on vehicle