

*Please Post with Waybills*

The white/yellow waybill is your tool to communicate to us how we can best serve you. To make sure that we perform to your expectation, it is important to fill out the waybill with all the information necessary to complete your requests. Please follow these guidelines:

**Please use one waybill per plastic packet for a given location to be delivered to or processed at.**

**You may request a Maximum of 5 walk-through processing requests per packet (per county rules).**

**Please list Walk Through customer last names and/or the last 8 digits of the VIN on the waybill under “instructions” and check the “Walk Thru” box.**

**If you use a stamp with your dealer name, please stamp both the white and yellow copies.**

Our goal is to fulfill all Walk Through requests as soon as possible. Some will be held over, especially when county offices are closed at the end of each month and for government holidays. **If you have a request that requires special attention, please mark it urgent and use a highlighter to draw our attention to that item so that we can prioritize it for processing.**

Client / Account Number	Date 9-15-19	<input type="checkbox"/> Next Day	<input type="checkbox"/> Urgent	 <b>AREA EXPRESS COURIER SERVICES</b> 303-680-5134	83882	
From (company) BEST AUTO DEALERSHIP	Street Address	<input type="checkbox"/> Same Day	<input type="checkbox"/> Critical			
City	State	Zip Code	<input type="checkbox"/> Drop	<input type="checkbox"/> Exchange	Instructions: JONES - WALK VALDEZ - WALK ADAMS - WALK RICHARDS - WALK MARTINEZ - WALK	
To (company) ARAPAHOE DMV	Street Address	City	<input checked="" type="checkbox"/> Walk Thru	<input type="checkbox"/> Deposit		
City	State	Zip Code	Pick Up Courier	Pick Up Date		Pick Up Time
City	State	Zip Code	Del Courier	Del Date		Del Time
City	State	Zip Code	Sender (Print Name) MARIA	Rec'd by (Signature)		

**County Drops must be listed on a County Drop Sheet. Please provide 2 copies of the County Drop Sheet and check the “Drop” box on the waybill.**

**You may combine Walk Throughs and Drops going to the same location in one envelope as long as you provide (2) drop sheets and list Walk Through names in the instructions and check both “Drop” and “Walk Thru” boxes.**

We will drop your title work at the county office and return the stamped drop sheet along with all your processed title work at the end of the day.

**For questions about work in progress, call Randy Curl, Operations Manager, on his direct line: 720-266-1259**

Thank you again for trusting us with your dealer runner services!