

## Auto ID Card Project Submission Form

Project Name/Description	Project Contact Telephone(s) Office Mobile	Project Contact email	Alternate Contact Info
Number of Data files being submitted (excluding this Form)	Filename(s) of Vehicle Schedule(s) provided by client		
Sort Instructions			
<b>Card Output Questions</b>			
	<b>Y</b>	<b>N</b>	
Lookup issuing company data for policy from Issuing Company NAIC database?	<input type="checkbox"/>	<input type="checkbox"/>	
Use Fleet wording where allowed?	<input type="checkbox"/>	<input type="checkbox"/>	
Print quantity of two ID cards per vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	
Print two ID Cards per 8.5" x 11" page?	<input type="checkbox"/>	<input type="checkbox"/>	
Exclude ID Cards for VINs that fail validation test?	<input type="checkbox"/>	<input type="checkbox"/>	
Do all policies for this project have the same Issuing Company (NAIC#)?	<input type="checkbox"/>	<input type="checkbox"/>	
Special Instructions			
Delivery Date Requested	Shipping Method Requested USPS      UPS      FedEx      Messenger		Requestor's Account # w/Shipper
Delivery Address	Packaging Instructions  Shrink-wrap  Window Envelope		Deliver To  Project Requestor  Insured (Risk Manager, Insurance Buyer)  Drivers

Submit completed Project Submission Forms via email to [valet@fergtech.com](mailto:valet@fergtech.com) or via fax to (775) 256-3185

FOR OFFICE USE ONLY							
Job Received		Data Processing			Quality Assurance		Shipped