

# Reynolds Document Services



Automotive Forms, Supplies, and Services  
for Canadian Dealerships

888.845.4508 | [www.ReySource.com](http://www.ReySource.com)

**R** Reynolds  
& Reynolds™  
Document Services

# About Reynolds Document Services

Our extensive line of automotive products includes:



### Automotive forms and documents

Since 1866, The Reynolds and Reynolds Company has provided businesses with forms and documents that improve workflow, increase efficiency, and enhance the customer experience. Our products are designed specifically for the automotive industry and can keep your dealership working smoothly.



### Proven dealership supplies

At Reynolds Document Services, our goal is to provide quality supplies that meet your dealership's needs. We offer supplies for every department in your dealership, including toner for your business office, cleanliness products for your service drive, and vehicle décor for your sales lot.



### Innovative marketing products and services

Reynolds Document Services strives to meet the latest industry trends by investing in unique products that attract today's consumers. Our automotive-focused customer retention products are designed to help you track your marketing investment and make your dealership stand out from the crowd.

For more information, contact your local Reynolds Document Services Consultant, call 888.845.4508, or visit [www.ReySource.com](http://www.ReySource.com).

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## Direct Mail

With Reynolds, your next direct mail campaign will be an engaging and personal communication, promoting your dealership's unique brand and benefits. Stand out with our wide range of direct mail formats, from postcards to letters with wallet cards. Personalization, scratch-offs, and mobile barcodes can make direct mail campaigns more effective. Your Reynolds Document Services Consultant will help you leverage each of these options to deliver mailers with strong results.



### Personalization

Make your mailers more relevant and likely to be read with eye-catching personalization. Reynolds can print your customer's name and vehicle information on your direct mail piece.

### Mobile Barcodes

Provide an easy way for customers to schedule service with mobile barcodes. A quick scan with a smart phone takes the customer directly to your scheduling site. Reynolds can create the mobile barcode for you — ask your Reynolds Document Services Consultant for more details.

### Scratch-Offs

Grab your customer's attention with an irresistible and interactive direct mail scratch-off. With Reynolds, you can change the offer under the scratch-off to give different incentives to different customer segments.



Customers inactive for less than 12 months received \$5.00 off.



Customers inactive for 12 months received \$10.00 off.

**Contact your Reynolds Document Services Consultant to learn more about our direct mail options.**



## Targeted Campaigns

Target multiple customer segments in one direct mail campaign with Reynolds' variable print capabilities.

The example below illustrates how Reynolds can create one campaign that delivers different messages to different audiences. Each postcard includes the customer's name, a greeting that varies depending on their service history, and coupons to match.

### 1 Campaign | 3 Different Targets | 3 Different Messages

Target 1: Current customers receive VIP messaging and offers.

Variable make

Variable customer name

VIP message on front and back.

Target 2: Inactive customers receive welcome back offers with more aggressive prices.

Welcome back message, more aggressive pricing.

Target 3: Prospective customers with no service history receive the most aggressive offers.

New customer message, most aggressive pricing.

## Direct Mail

### Themed Templates

Our direct mail templates make it easy to get a professional campaign in the mail quickly. Select a design and we will customize it with your offers, logo, map, and more. Seasonal and sports-themed templates are available in a variety of sizes of postcards and tri-folds.



Spring Tri-Fold Template



Summer Tri-Fold Template



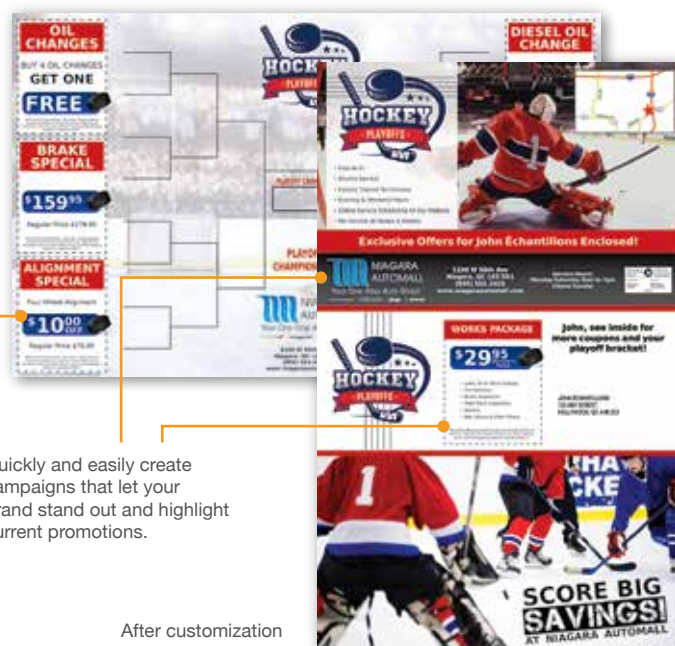
Autumn Tri-Fold Template



Winter Tri-Fold Template



Before customization



After customization

Placeholders show where your logo, amenities, and coupons will be printed.

Quickly and easily create campaigns that let your brand stand out and highlight current promotions.



## Holiday Templates

Holidays are the perfect time to let customers know how much you appreciate their business. Reynolds makes sending personalized holiday greetings simple. Choose from more than 50 designs for Thanksgiving, Halloween, Christmas, and New Years.



Each mailer includes the customer name for an added touch of personalization.

Perforated coupon easily detaches and fits perfectly in a wallet.

Inside



Front

Back



Variable coupon

Templates can include variable coupons to target different customer segments with different offers.

## Recall Notices

Customers appreciate receiving reminders for outstanding recalls. Recall notices are a great way to connect with customers who have become inactive or who may be assigned to your dealership by the OEM, even if they did not purchase their vehicle from you. Brightly-coloured, recall postcards can include the name and number of the recall campaign and partial VIN.



Front

Dealership phone number is included four times to make it easy for customers to follow up.



Back

# PromoTAG® In-Vehicle Advertising

Maximize your marketing dollars and generate sales leads with PromoTAG in-vehicle advertising. Customizable tags provide the perfect opportunity to advertise special promotions, from tire sales to discount tune-ups.

## More Than a Numbered Hang Tag

- Put your marketing message in front of every service customer.
- Utilize matching key tags, conveniently located at the bottom of the hang tag.
- Choose from a variety of 1- and 2-part templates, or customize PromoTAG to fit your needs.
- Combine a traditional inspection form and a vehicle dispatch tag with our 2-Part PromoTAG.



## Turn Trash Into Cash

- Retain loyal service customers by offering special promotions.
- Team up with other departments to increase your dealership's overall success.
- Increase showroom sales and bring in high-demand trades with "let's trade keys" advertising.
- Boost customer loyalty and new business with referral programs.



**Contact your Reynolds Document Services Consultant to learn how PromoTAG and ScanTRAX can enhance your branding.**



## ScanTRAX® CSI Management

Add even more power to your in-vehicle advertising and dispatch system with ScanTRAX. ScanTRAX incorporates a process to easily understand the customer experience, increase CSI and retention, and improve your bottom line.

## Increase CSI and Retention

- Track and improve your CSI through a customizable, prepaid postage customer feedback card used to compile online reporting.
- Receive “Hot Alerts” via email to quickly respond to poor customer feedback.
- Review data by service advisor to evaluate performance.



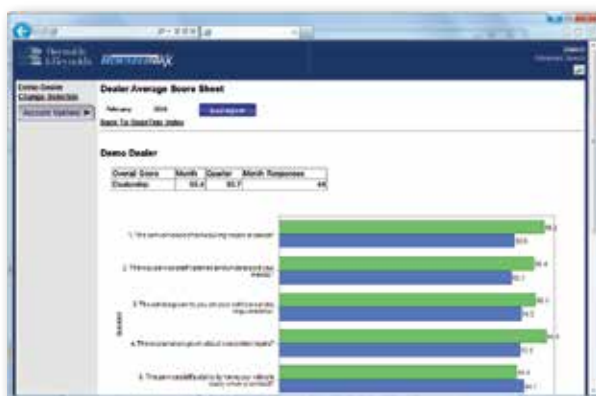
ScanTRAX hang tag

## Increase Sales Opportunities

- ScanTRAX tent cards can be placed on the dash of the vehicle or handed out by the cashier for a personal touch.
- Capture customer email addresses to improve manufacturer survey response rates.
- Offer “refer a friend” incentives for warm sales leads.
- Email collection reports for customers who complete the survey online.
- Customers indicated as in-market for a new vehicle are immediately forwarded to sales.



ScanTRAX tent card



Real-time online reports



## Dealership Advertising

Reynolds Document Services offers a wide variety of professional, full-colour marketing products that will help promote your brand to customers. Our dedicated design team will help ensure that your dealership advertising stands out. Contact your Reynolds Document Services Consultant to learn how a complete branding program can benefit your business.

## Brochures

Attract and retain business with full-colour custom brochures that can be used to communicate your important dealership information including: amenities, service offerings, warranty information, accessory advertisements, and more.

### Weitzel Honda

Recommended Maintenance Schedules for Honda & Acura

Based on the manufacturer's and Weitzel Honda's recommendations

**Oil & Filter Service** .....\$37.95 +Tax

Some models higher. Synthetic oil added.

Replace Engine Oil and Filter  
Inspect & Adjust Tire Pressure  
Inspect Tire Wear & Tread Depth  
Perform Battery & Charging System Load Test  
Refill Washer Solvent  
Wash Vehicle

**A-1 Service** .....\$489.95 +Tax

Some models higher. Synthetic oil added.

Replace Engine Oil and Filter  
Inspect & Adjust Tire Pressure  
Inspect Tire Wear & Tread Depth  
Perform Battery & Charging System Load Test  
Refill Washer Solvent  
Wash Vehicle

**B-1 7,500 Mile Service** (also at 22,500 - 37,500 - 52,500)  
Some models higher. Synthetic oil added.

Replace Engine Oil and Filter  
Inspect & Adjust Tire Pressure  
Inspect Tire Wear & Tread Depth  
Tire Rotation  
Perform Battery & Charging System Load Test  
Refill Washer Solvent  
Wash Vehicle

**15,000 Mile Service** .....\$259.95 +Tax

Some models higher. Synthetic oil added.

Replace Engine Oil and Filter  
Inspect & Adjust Tire Pressure  
Inspect Tire Wear & Tread Depth  
Tire Rotation  
Perform Battery & Charging System Load Test

**45,000 Mile Service** .....\$389.95 +Tax  
(Also at 75,000 - 105,000 - 125,000)  
Some models higher. Synthetic oil added.

Replace Engine Oil and Filter  
Inspect & Adjust Tire Pressure  
Inspect Tire Wear & Tread Depth  
Tire Rotation  
Perform Battery & Charging System Load Test  
Refill Washer Solvent  
Inspect and Service Front Brakes  
Inspect and Service Rear Brakes  
Disassemble, clean, lube, brake pad and caliper slide pins.  
Reassemble with Honda lubricants  
Inspect Drive Belts for Proper Tension & Condition  
Remove & Replace Engine Air Filter  
Perform Transmission Fluid Service  
Perform Coolant Flush & System Bleed  
Complete World Class Multi-Point Inspection Checklist  
Wash Vehicle

**Weitzel Honda**  
14220 St Rt 86  
Ironsides, AB K2C 4A7  
Phone (988) 645-5478  
weitzelmotors.com

### SCHUCK Ford

Worcester, New Brunswick

**Detail Center Menu**

5456 North Street  
Winchester, NB R0G 3X7  
564-454-5432  
Appointments can be scheduled:  
Monday - Friday

Service	Price
1 Cars	\$89.95
2 Small Vans & SUV's	\$99.95
3 Large Vans & SUV's	\$129.95

**C - Full Service Wash, Wax & Vacuum**

- Full Service Wash
- Polish Exterior
- Clay Bar Exterior
- Hand Wax

**D - Deluxe Interior Detail**

- Upholstery Shampoo
- Carpet Shampoo & Extraction
- Treatment for staining and odor removal

**E - Deluxe Exterior Detail**

- Full Service Wash & Wax
- Bug & Tar Removal
- Clay Bar Exterior
- Door Jambes Cleaned
- Wheel Wells Cleaned
- Finesse Buffing to Remove Light Oxidation

Vehicle Type	Price
1 Cars, Small Vans & SUV's	\$129.95
2 Large Vans & SUV's	\$149.95

**F - Deluxe Exterior/Interior Detail**

Vehicle Type	Price
1 Cars, Small Vans & SUV's	\$179.95
2 Large Vans & SUV's	\$229.95

### DREES MOTORS

1500 Highway 101, Unit 101, St. John's, NL A1B 1X6  
Phone: (709) 754-1111

**5,000 MILE SERVICE** .....\$299.95 +Tax

**15,000 MILE SERVICE** .....\$119.95 +Tax

**30,000 MILE SERVICE** .....\$149.95 +Tax

**45,000 MILE SERVICE** .....\$199.95 +Tax

**60,000 MILE SERVICE** .....\$229.95 +Tax

**75,000 MILE SERVICE** .....\$279.95 +Tax

**90,000 MILE SERVICE** .....\$329.95 +Tax

**105,000 MILE SERVICE** .....\$379.95 +Tax

**120,000 MILE SERVICE** .....\$389.95 +Tax

**135,000 MILE SERVICE** .....\$399.95 +Tax

**150,000 MILE SERVICE** .....\$399.95 +Tax

**165,000 MILE SERVICE** .....\$399.95 +Tax

**180,000 MILE SERVICE** .....\$399.95 +Tax

**195,000 MILE SERVICE** .....\$399.95 +Tax

**210,000 MILE SERVICE** .....\$399.95 +Tax

**225,000 MILE SERVICE** .....\$399.95 +Tax

**240,000 MILE SERVICE** .....\$399.95 +Tax

**255,000 MILE SERVICE** .....\$399.95 +Tax

**270,000 MILE SERVICE** .....\$399.95 +Tax

**285,000 MILE SERVICE** .....\$399.95 +Tax

**300,000 MILE SERVICE** .....\$399.95 +Tax

**SCHEDULE APPOINTMENTS AT**  
www.dreesmotors.com

**Ask your Reynolds Document Services Consultant about our Dealer Image program.**

A professional artist will create a rendering of your dealership for any marketing piece—at no additional charge.



## Dealership Advertising

## Postcards

Customer Retention System (CRS) postcards are an ideal way to send customers accurate and timely service reminders based on months or mileage. These customizable, full-colour postcards are the perfect opportunity to brand your dealership, target your customers, and keep a full service schedule.



## Presentation Folders

Provide customers with a professional and convenient way to organize business cards, vehicle brochures, and information about your dealership in a custom presentation folder or customer care package.



Presentation folder

Customer care package

## Dealership Advertising

### Posters

Brighten your showroom, advertise special sales events, highlight a specific vehicle model, or promote your dealership's brand with full-colour posters.



### AdStands

Boost your profitability in all departments with high-end graphics on portable signage that will consistently display your brand throughout your business. With maximum eye-level exposure and easily interchangeable graphics panels, AdStands are cost effective and versatile advertising.



***Our design team has decades of experience creating fully customized, high-impact marketing pieces for the automotive industry.***

Put our design resources to work for you.

## Document and Insurance Wallets

## Vinyl Document Wallet

- Available in basque red, black, deep brown, fair blue, forest green, kelly green, light grey, maroon, medium grey, mint green, navy blue, orange, purple, royal blue, sun yellow, turquoise, or white.
- Available in a variety of ink colours, including foil colours. Contact your Reynolds Document Services Consultant to learn about imprint options.



## Paper Document Wallets



Design your own paper document wallet using a wide variety of colour stocks and inks, including foils and metallic inks. Contact your Reynolds Document Services Consultant to learn more about the options available for paper document wallets.

## Insurance Policy / Vehicle Registration Holder



- Size shown is 4" x 3" closed; other sizes available.
- Available in basque red, black, deep brown, fair blue, forest green, kelly green, light grey, maroon, medium grey, mint green, navy blue, orange, purple, royal blue, sun yellow, turquoise, or white.
- Available in a variety of ink colours, including foil colours. Contact your Reynolds Document Services Consultant to learn about imprint options.

**USB drives for document storage are available on page 19.**



### Licence Plate Frames

Licence plate frames from Reynolds are available in a wide variety of shapes, colours, and styles customized to meet your needs. Your Reynolds Document Services Consultant can work with you to create a frame that fits your dealership's brand. When designing frames, consult with your attorney or review your provincial laws for the most current licence plate display requirements.

#### Plastic Raised Letter Frames



- Black or white plastic frames are standard.
- Custom frame colours are also available.
- Multiple imprint colours available.

#### Chrome Plated Plastic Frames



- Chrome plated plastic with raised letters.
- Multiple imprint colours available.

#### Metal Frames



- Chrome plated or black powder coated metal frame.
- Available with painted, epoxy filled, or simulated gold-plated lettering.

#### Silkscreen Frames



- Black or white plastic frames.
- Multiple silkscreen colours, including PMS colour match, are available.

### Licence Plate Protectors



- Virtually indestructible, one-piece plate protector and frame.
- Transparent, polycarbonate cover allows clear view of plate.
- Provides extra measure of licence plate protection.
- Multiple imprint colours, including PMS colour match, are available.

## Licence Plate Inserts

Licence plate inserts provide advertising directly on vehicles in your lot or around town. Many styles, colours, and designs are available. Contact your Reynolds Document Services Consultant to learn more about your options.



Aluminum



Digital print



Silkscreen



Licence plate insert with coupon backer - front



Back



## Licence Plate Inserts and Frames Combo

For enhanced branding, Reynolds' design team can help you create a coordinating licence plate frame and insert. Designing both the frame and insert together will keep your information visible and your branding consistent on both pieces. Ask your Reynolds Document Services Consultant to see more examples of our frame and insert combinations.

### Decals

#### Die Cut Vinyl Decals



- Individually cut letters and graphics.
- Outdoor-durable with easy application.
- Available in black, blue, green, metallic charcoal, metallic gold, metallic silver, red, or white.
- PMS colour match available.

#### Domed Decals



- Transparent polyurethane decal with permanent adhesive.
- Available in oval, square, or rectangle shapes in a variety of colours.

#### Shaped Auto Decals



- Removable vinyl available in brushed chrome, chrome, or clear.
- Polyester vinyl available in clear, white, or yellow.
- Reflective material available in white.
- PMS colour match available.

#### Stroke Dome Decals



- Individual letter or intricately-shaped domed decals.

***Lot décor products are available on pages 22–34 of the Sales section.***



## Nameplates

COURTESY 

PARKER

 HIGHLAND 

- Individually-cut plastic letters and graphics or one-piece options available.
- Available in plastic, chromed plastic, or brushed chromed plastic.
- Available with additional colours, background colours, masked colours, or gold plating.
- Back is fully covered with automotive-quality die-cut adhesive tape.

## Trailer Hitch Covers

- Designed to fit 1" or 2" hitch.
- Various standard shapes or custom shapes are available.
- Raised letter plastic or domed decal styles are available.
- Domed styles available with printing up to four colour process.



***Only a small portion of our branding product offering is shown.***

Discuss your branding needs with your Reynolds Document Services Consultant to learn more about the wide variety of products available.

## Greeting Cards

### Special Occasion Cards



GC-ANV-2



GC-BDAY-2



GC-BDAY-1



GC-HDAY-1

**GC-ANV-2**  
**GC-BDAY-1**  
**GC-BDAY-2**  
**GC-HDAY-1**

**SIZE:** 5" x 7"

**PACKAGE QTY:** 100

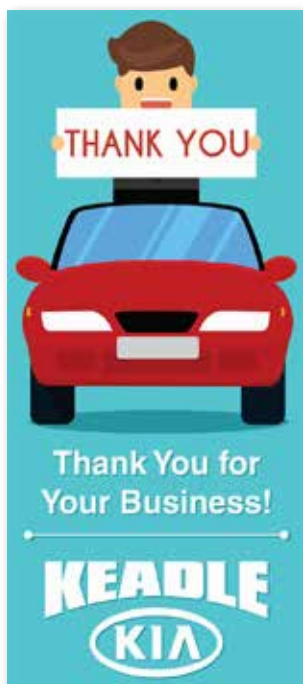
**MIN ORDER QTY:** 100

- Compatible with white envelope, item RL-4641, or red envelope, item RL-4642.
- Thank You card also available, item GC-TY2. Size is 4 1/4" x 5 1/2".

### Greeting Cards **CUSTOMIZE**

Custom greeting cards from Reynolds are designed to meet your dealership's needs and complement the message you want to convey. Include a sketch of your dealership, photos of your employees, or print handwritten signatures.

Contact your Reynolds Document Services Consultant to learn more about designing custom cards for any occasion.



Front



Inside



## Key Accessories

**Soft Touch Key Fobs**

Choose from more than 300 standard shapes, including ovals, squares, cars, and trucks, or customize your own shape.

**SIZE:** Various

**MIN ORDER QTY:** 250

**PRODUCT COLOURS:** Black, blue, brown, cream, forest green, grey, maroon, orange, pink, purple, red, tan, translucent blueberry, translucent cherry, translucent emerald, translucent raspberry, translucent smoke, turquoise, white, or yellow.

**Continental Keytag**

Classic polyethylene keychain.

**SIZE:** 1 1/2" W x 3" H x 1/4" D

**MIN ORDER QTY:** 750

**PRODUCT COLOURS:** Blue, glo-orange, red, white, or yellow plastic. Foil stamped in black, blue, gold, green, grey, maroon, navy, orange, red, silver, or white.

**Metal Leather Key Fobs**

Promote your dealership with this classy metal and leather keychain. Laser engraved.

**SIZE:** 2 1/2" x 1"

**MIN ORDER QTY:** 250

**PRODUCT COLOURS:** Black leather with gunmetal or brown leather with nickel.

**Metal Key Fobs**

High-end metal key fob. Choose from epoxy filled, laser engraved, or etched design. PMS colour matching is available with epoxy filled design.

**SIZE:** Various

**MIN ORDER QTY:** 100

**PRODUCT COLOURS:** Black nickel, bronze, gold, or silver.

**Silver Twist-Lock Key Separator**

Twist-lock key separators provide convenient and quick access to car keys when in the parking lot or at the repair garage. Laser engraved.

**SIZE:** 3 7/8" W x 1 1/8" H x 3/8" D

**MIN ORDER QTY:** 100

**PRODUCT COLOURS:** Silver or gold.

**Luminescence Keylight**

This sleek flashlight keychain features three LED bulbs with a split ring and push button on-off switch. Laser engraved.

**SIZE:** 3 3/4" x 5/8"

**MIN ORDER QTY:** 100

**PRODUCT COLOURS:** Black, blue, purple, or red.



**Name badges are available on page 80 of the Business Office section.**



## Writing Instruments

### BIC® Clic Stic®

Our most popular retractable pen features a break-resistant pocket clip. Ink colours available in medium point black, blue, red, fashion blue, fashion green, fashion pink, or fashion purple. Also available in antimicrobial, eco-friendly, or with a grip. Fine point available in black or blue ink.

**SIZE:** 1/2" x 5 7/16"

**MIN ORDER QTY:** 300

**PRODUCT COLOURS:**

Choose one barrel and one trim colour: black, blue, burgundy, clear, cobalt, cream, espresso, forest green, green, metallic dark blue, metallic brown, metallic green, metallic orange, metallic red, metallic sand, navy, orange, pink, purple, red, silver, slate, teal, white, or yellow.



### Tech Stylus Pen

Retractable ballpoint plastic pen with built-in soft-touch stylus. Black ink with medium point.

**SIZE:** 3/8" x 5 1/2"

**MIN ORDER QTY:** 300

**PRODUCT COLOURS:** Black, blue, green, lime, red, or silver.



### Premier Twist

Twist-action mechanism metal pen. Black ink with Cross-style medium point.

**SIZE:** 3/8" x 5 3/8"

**MIN ORDER QTY:** 100

**PRODUCT COLOURS:** Blue, gloss black, or grey available with screen imprint. Gold or silver available with laser engraving.



## Lapel Pins

### OEM Lapel Pin

Help customers quickly identify your dealership staff with professional lapel pins representing your OEM(s).

**SIZE:** Range of sizes up to 1" x 3/4"

**MIN ORDER QTY:** 50

**PRODUCT COLOURS:** Black nickel, bronze, gold, or silver.



### Enamel Lapel Pin

Display your national pride with custom-made enamel lapel pins.

**SIZE:** 1" x 1/2"

**MIN ORDER QTY:** 50

**PRODUCT COLOURS:** Red/white.



***Only a small portion of our promotional product offering is shown.***

Discuss your branding needs with your Reynolds Document Services Consultant to learn more about the wide variety of promotional products available.

## Technology Products

**Folding USB Flash Drive**

Plastic housing with swivel metal cover. Imprint in variety of screen print colours. Available in various MB and GB capacities.

**SIZE:** 2  $\frac{3}{16}$ "  $\times$   $\frac{3}{4}$ "

**MIN ORDER QTY:** 100

**PRODUCT COLOURS:** Black, blue, dark red, emerald green, green, grey, light blue, orange, pink, purple, red, red orange, violet, white, or yellow plastic housing.

**Mini Power Bank with Flashlight**

Rechargeable lithium-ion battery with flashlight and USB charging cable inside plastic housing. Imprint in variety of screen print colours.

**SIZE:** 2  $\frac{7}{8}$ "  $\times$  1  $\frac{3}{8}$ "

**MIN ORDER QTY:** 100

**PRODUCT COLOURS:** Black, blue, lime, orange, red, or white.

**Microfiber Towel**

Reusable and long-lasting microfiber towel can be used to clean keyboards, tablets, and mobile phones or used to polish a car. No streaking and lint free.

**SIZE:** 12"  $\times$  12"

**MIN ORDER QTY:** 150

**PRODUCT COLOURS:** Blue, green, red, or white.

**Dual USB Car Charger**

Compatible with most standard vehicle power outlets. Two 5-volt USB ports (1 amp and 2.1 amp output). Charge multiple devices on the go. Overload and short circuit protection. Cords not included.

**SIZE:** 2  $\frac{1}{4}$ "  $\times$   $\frac{3}{4}$ "

**MIN ORDER QTY:** 100

**PRODUCT COLOURS:** Black, blue, lime green, matte silver, orange, purple, red, or white.



## Totes

**Die Cut Handle Bag**

2.5 mil. plastic bag with fold-over reinforced die-cut handles and bottom gusset. Other styles available include drawstring or eco-friendly options.

**SIZE:** 15" W  $\times$  19" H  $\times$  3" D

**MIN ORDER QTY:** 150

**PRODUCT COLOURS:** Black, brite blue, buff (tan), burgundy, clear, grey, lime green, navy blue, pink, red, white, or yellow.

**Non-Woven Grocery Tote**

Grocery tote with reinforced 20  $\frac{1}{2}$ " handles and deep gusset. Screen print or digital heat transfer in a variety of colours.

**SIZE:** 12  $\frac{3}{4}$ " W  $\times$  12  $\frac{1}{4}$ " H  $\times$  8  $\frac{5}{8}$ " D

**MIN ORDER QTY:** 100

**PRODUCT COLOURS:** Apple green, black, bright orange, bubblegum pink, cream, emerald green, glacier blue, grasshopper green, grey, hunter green, lipstick red, midnight blue, royal blue, ruby red, sand, sunflower yellow, violet, or white.



## Drinkware

### Two-Tone Mug

12 oz. ironstone ceramic mug. Large coloured handle with matching lip. Many other styles of mugs are available.

SIZE: 4 3/4" W x 4" H

MIN ORDER QTY: 72

PRODUCT COLOURS: Black, dark blue, green, or maroon rim and handle.



### Stainless Deal Tumbler

Acrylic and stainless-steel outer with plastic liner. Screw-on, leak-resistant slider lid. 16 oz. capacity when filled to rim.

SIZE: 3 3/8" x 7 3/16"

MIN ORDER QTY: 48

PRODUCT COLOURS: Blue, red, or silver.



### Value Bottle

21 oz. squeeze bottle. Mix and match the lid and bottle colours to fit your brand.

SIZE: 2 7/8" x 7"

MIN ORDER QTY: 200

PRODUCT COLOURS: Bottle available in red, white, or yellow. Translucent lid available in black, blue, green, or red.



### Collapsible Koozie® Can Cooler

This drink insulator collapses for easy storage and pops back up to keep your can or bottle cool.

SIZE: 3 7/8" x 5 1/4"

MIN ORDER QTY: 200

PRODUCT COLOURS: Black, bright orange, burnt orange, green, green camouflage, lime green, maroon, navy, pink, purple, red, royal, white, or yellow.



## Candy/Mint Tins

### Car-Shaped Tin

Car-shaped tin filled with your choice of a wide variety of mints, candy, or gum. Available with one, two, or full-colour imprint. PMS colour match available.

SIZE: 3 1/2" W x 1 7/8" H x 7/8" D

MIN ORDER QTY: 250

PRODUCT COLOURS: White tin.



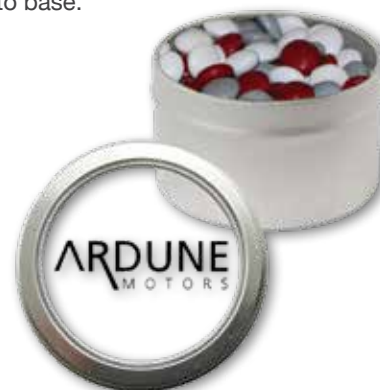
### Circular Tin

Upscale, see-through tin filled with your choice of a wide variety of mints, candy, or gum. Available with one to full-colour imprint and four colour decal added to base. PMS colour match available.

SIZE: 1 7/8" x 2 3/4"

MIN ORDER QTY: 100

PRODUCT COLOURS: Silver.





## Additional Promotional Products

Think outside the box and get your customers talking with unique promotional products. Your Reynolds Document Services Consultant can provide you with creative ideas that will promote your brand at any type of event.



Bottled Water



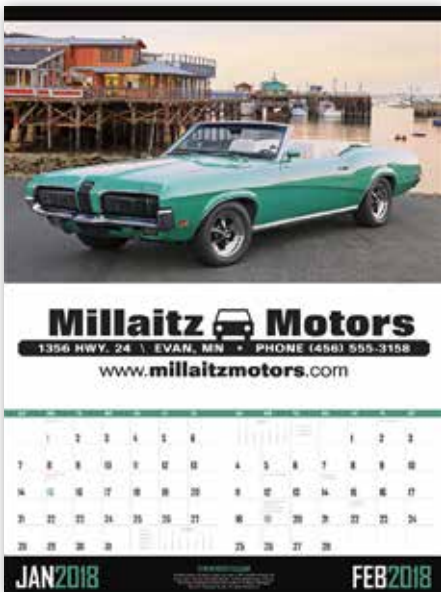
Umbrella



Ice Scraper Glove



Pen/Keychain Gift Set



Calendar



Tire Stress Ball



BIC® Adhesive Notepad

## Lot Décor

### Swooper Flag Kit

#### EZ830

SIZE: 2' 5 1/2" x 11' 5 3/4"

PACKAGE QTY: 1

MIN ORDER QTY: 1

- Includes flag, 3-piece anodized aluminum flag pole, and base.
- Flag stands 15' tall, including pole and base.
- Additional base options available: fence angle, fence straight, ground spike, tire, trailer hitch, or water.
- Manufacturer logos and trademarks available for exclusive use by authorized dealers only.



**Custom swooper flags and clip-on car flags are available.**

Contact your Reynolds Document Services Consultant to learn more about custom options.

**Clip-On Car Flag****EZ418**

SIZE: 13" x 11"

PACKAGE QTY: 1

MIN ORDER QTY: 1

- Premium cloth flag with double sewn hemmed edges.
- Includes 20" tall white plastic staff to attach to vehicle windows.
- Manufacturer logos and trademarks available for exclusive use by authorized dealers only.



EZ418-CPOV-R



EZ449





## Lot Décor

### Flag Hoodies™

**EZ443**

**SIZE:**

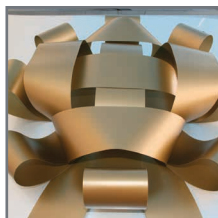
MEDIUM: 4' 9" × 3' 3"

LARGE: 5' 3" × 4'

**PACKAGE QTY: 1**

**MIN ORDER QTY: 1**

- Fitted stretch polyester.
- Fits the hood of most cars and trucks.
- Can remain on vehicle during test drives.
- Custom Flag Hoodies and custom Tailgate Hoodies are also available. Contact your Reynolds Document Services Consultant to learn more about custom options.



### Jum-Bows

**EZ531**

**SIZE:** 30" bow with two 4 1/2" × 30" tails

**MIN ORDER QTY: 2 bows**

- Weather-resistant, waterproof vinyl.
- Non-scratch magnetic base.
- Available in red, green, pink, red/green, blue, gold, silver, or white.
- Two JUM-BOWS per package.

### Latex Balloons



#### EZ503

**SIZE:** 17" or 20" diameter  
**MIN ORDER QTY:** 1 package

- Outdoor-quality helium balloons.
- Available in a variety of colours.
- 144 balloons per package.

### Dealer Latex Balloons



#### EZ511

**SIZE:** 16" diameter  
**PACKAGE QTY:** 50  
**MIN ORDER QTY:** 50

- Imprinted over entire balloon.
- Manufacturer logos and trademarks available for exclusive use by authorized dealers only.

### Latex Balloon Holder



#### EZ517

**SIZE:** 36 1/2" tall  
**PACKAGE QTY:** 1  
**MIN ORDER QTY:** 1

- Clip attaches to vehicle window.
- Designed to hold 16", 17", or 20" diameter latex balloons.
- Does not require helium to fly balloons; balloon not included.

### Reusable Vinyl Balloons



#### EZ524

**SIZE:** 20" diameter  
**MIN ORDER QTY:** 1

- No helium required.
- Available in convenient kits, including vehicle window kit, item EZ529; ground pole with spike kit, item EZ546; or balloon cluster kit, item EZ550 (shown right).
- Additional slogans, logos, and mounting options are available, as well as custom options. Contact your Reynolds Document Services Consultant to learn more.
- Manufacturer logos and trademarks available for exclusive use by authorized dealers only.

### Reusable Vinyl Balloon Cluster Kit



#### EZ550

**SIZE:** 8' tall  
**MIN ORDER QTY:** 1

- Kit includes five reusable balloons, five adapter clips, five 30" balloon holders, one 35" tall aluminum pole, two balloon cluster arms, and your choice of one steel ground spike or water base.
- Choose from blue/white, multi-colour, red/white, red/white/blue, or create your own unique colour combination.

## Hang Tags

### Bilingual Stock Card



**RL-75BB**

SIZE: 7" x 5"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 500

- 1" diameter top hole.

### Bilingual Stock Card



**RL-76-A-F**

SIZE: 7" x 5"

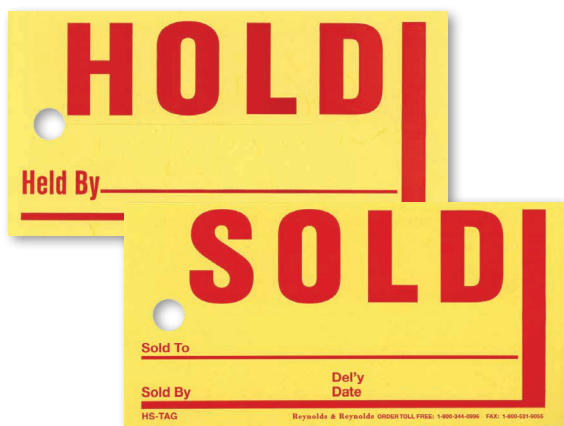
# OF PARTS: 1

PACKAGE QTY: 500

MIN ORDER QTY: 500

- ½" diameter top hole.

### Hold/Sold Tag



**HS-TAG**

SIZE: 8" x 4"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

- 4 ½" slit hole.

### Sold Tag



**RL-76-LG**

SIZE: 10" x 8"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- 1" diameter top hole.

### This Vehicle Is Sold Tag



**RL-232**

SIZE: 7" x 5"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- ½" diameter top hole.

**Service dispatch hang tags are available on pages 124–127 of the Service section.**



## Hang Tags

Hang Tags **CUSTOMIZE**

Custom design your own full-colour mirror hang tag to meet your sales lot needs.

Contact your Reynolds Document Services Consultant to learn about our custom hang tag options.



## ScanTRAX®

Improve sales revenue

Manage your referral program more efficiently with immediate notification of sales leads and referrals. ScanTRAX provides a quick and easy way for your customers to communicate when they will be in the market for their next vehicle and to provide referrals for other individuals who may be in the market for a vehicle.

Turn to page 7 for additional information about ScanTRAX, and contact your Reynolds Document Services Consultant to learn how ScanTRAX can improve your sales revenue.



## Hang Tags



### Fluorescent Hang Tags

**EZ203**

SIZE: 9" x 11"

# OF PARTS: 1

MIN ORDER QTY: 1 package

- Heavy card stock.
- Available in fluorescent green, fluorescent pink, fluorescent red, or fluorescent yellow.
- 50 identical tags per package.



### PromoTAG®

*Convert sales to service*

Use PromoTAG to schedule the vehicle buyer's first service visit, present dealership amenities, and list important contact information. Include coupons to add value and provide the customer with a reason to return.

Turn to page 6 for additional information, and contact your Reynolds Document Services Consultant to learn how PromoTAG can transition your customer from sales to service.

## Windshield Advertising

## 7 1/2" Adhesive Windshield Numbers



SIZE: 4" x 7 1/2"

MIN ORDER QTY: 1 package

- Waterproof vinyl with removable adhesive.
- Numbers "0" through "9" and symbols "%", "\$", and "." available in all colour options.
- Phrases "ONLY" and "FROM" available in black/hot pink, item EZ140, and chartreuse/black, item EZ109, only.
- 12 identical stickers per package.



EZ136 (kit EZ131)



EZ164 (kit EZ162)



EZ158 (kit EZ156)



EZ167 (kit EZ169)



EZ165 (kit EZ171)



EZ189 (kit EZ181)



EZ109 (kit EZ126)



EZ140 (kit EZ145)



EZ263 (kit EZ265)



EZ157 (kit EZ143)



EZ160 (kit EZ161)



EZ119 (kit EZ213)



EZ103 (kit EZ102)



EZ149 (kit EZ229)



EZ206 (kit EZ208)



EZ200 (kit EZ207)



## Windshield Advertising

## 15" Slogans



SIZE: 15" x 2 3/4"

MIN ORDER QTY: 1 package

- Waterproof vinyl with removable adhesive.
- Not all slogan options are shown, and options vary by colour. Contact your Reynolds Document Services Consultant for a list of all options.
- 12 identical stickers per package.

<b>ABS</b>	<b>BUY HERE/PAY HERE</b>	<b>EXTENDED CAB</b>	<b>LOOK</b>	OTHER COLOUR OPTIONS:
<b>AFFORDABLE</b>	<b>CONVERTIBLE</b>	<b>EXTENDED SERVICE PLAN AVAILABLE</b>	<b>LUXURY</b>	<b>SAVE</b> EZ132
<b>AFTER CASH BACK</b>	<b>CURRENT MODEL</b>	<b>EXTRA CLEAN</b>	<b>MAKE AN OFFER</b>	<b>SAVE</b> EZ159
<b>AFTER REBATE</b>	<b>DELIVERS</b>	<b>FULL SERVICE HISTORY</b>	<b>NAVIGATION</b>	<b>SAVE</b> EZ264
<b>AIR BAGS</b>	<b>DEMONSTRATOR</b>	<b>GAS / ELECTRIC</b>	<b>NEW MODEL</b>	<b>SAVE</b> EZ166
<b>AIR COND.</b>	<b>DEPOSIT</b>	<b>GAS-SAVER</b>	<b>NO DOWN</b>	<b>SAVE</b> EZ142
<b>ALL WHEEL DRIVE</b>	<b>DIESEL</b>	<b>HEATED SEATS</b>	<b>NO HASSLE PRICE</b>	<b>SAVE</b> EZ168
<b>ANNUAL PERCENTAGE RATE</b>	<b>DISCOUNT</b>	<b>HYBRID</b>	<b>NOT FOR SALE</b>	<b>SAVE</b> EZ163
<b>ANTI-LOCK BRAKES</b>	<b>DOWN</b>	<b>iPod READY</b>	<b>OFF</b>	<b>SAVE</b> EZ105
<b>AS ADVERTISED</b>	<b>DRIVE AWAY</b>	<b>JUST ARRIVED</b>	<b>ON APPROVED CREDIT</b>	<b>SAVE</b>
<b>AS-IS</b>	<b>DUAL AIR BAGS</b>	<b>JUST TRADED</b>	<b>ONE OWNER</b>	<b>SAVE</b>
<b>AS TRADED</b>	<b>DVD</b>	<b>KEYLESS ENTRY</b>	<b>ONSTAR</b>	<b>SAVE</b>
<b>AUTOMATIC</b>	<b>EASY TERMS</b>	<b>LEASE</b>	<b>PAYMENTS</b>	<b>SAVE</b>
<b>AUTOMATIC STARTUP</b>	<b>ECONOMICAL</b>	<b>LEASE OR BUY</b>	<b>PERFORMANCE</b>	<b>SAVE</b>
<b>BARGAIN</b>	<b>ECONOMY CAR</b>	<b>LEATHER</b>	<b>PER MONTH</b>	<b>SAVE</b>
<b>BEST BUY</b>	<b>ELECTRONIC STABILITY</b>	<b>LIKE NEW</b>	<b>PER WEEK</b>	<b>SAVE</b>
<b>BEST VALUE</b>	<b>ENTERTAINMENT SYSTEM</b>	<b>LOADED</b>	<b>POWER STEERING</b>	
<b>Bluetooth</b>	<b>EXECUTIVE CAR</b>	<b>LOCAL CAR</b>	<b>POWER WINDOWS</b>	
<b>BRAND NEW</b>				

EZ115

## Oval Slogan Stickers



## EZ197

SIZE: 14" × 5 ½"

MIN ORDER QTY: 1 package

- Waterproof vinyl with removable adhesive.
- Available in blue/yellow or red/yellow.
- 12 identical stickers per package.



## Two Digit Oval Year Stickers

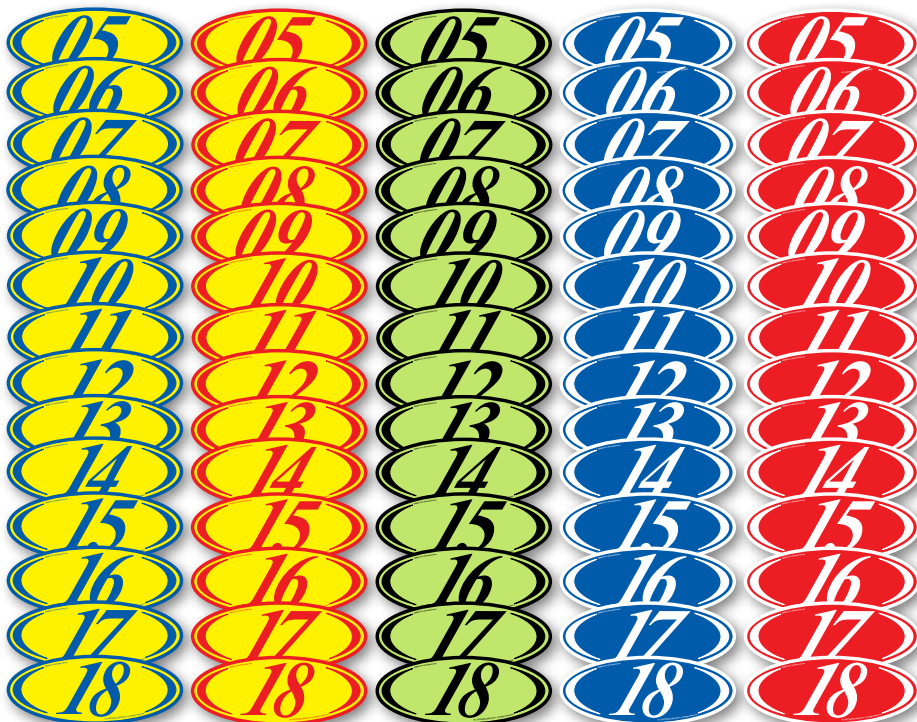


## EZ225

SIZE: 11 ¼" × 4 ¼"

MIN ORDER QTY: 1 package

- Waterproof vinyl with removable adhesive.
- Available from 2002 to current year.
- Available in blue/yellow, red/yellow, black/chartreuse, white/blue, or white/red.
- 12 identical stickers per package.



## Windshield Advertising

### Oval Year Stickers

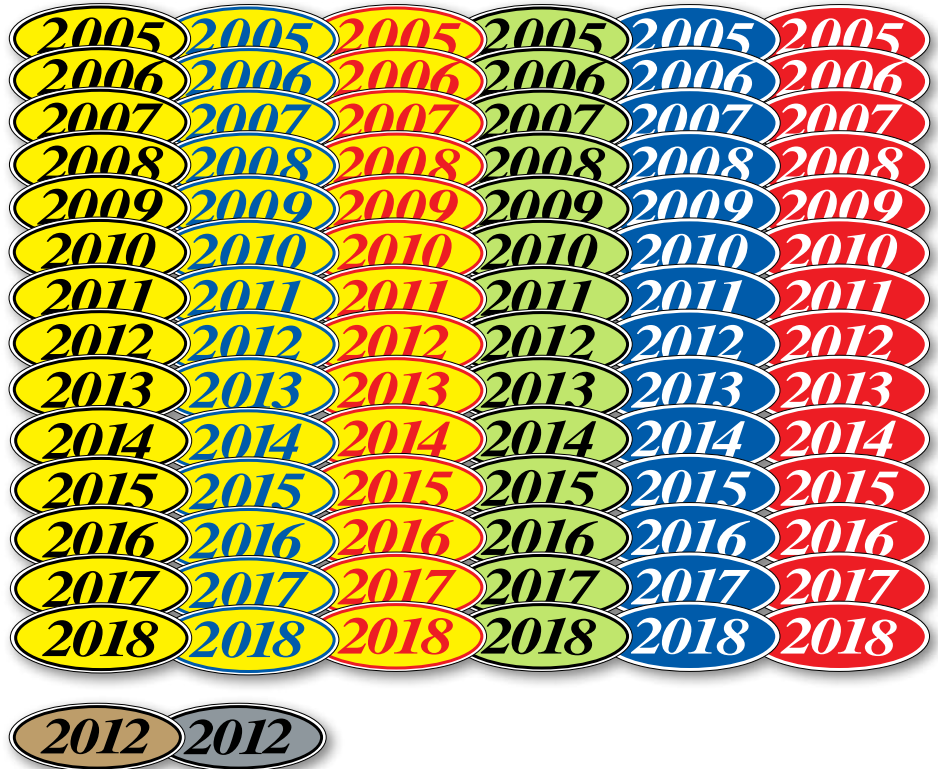


#### EZ198

SIZE: 14" x 5 1/2"

MIN ORDER QTY: 1 package

- Waterproof vinyl with removable adhesive.
- Available from 2001 to current year.
- Available in black/yellow, blue/yellow, red/yellow, black/chartreuse, white/blue, white/red, black/gold, or black/silver.
- Compatible with arch slogans, items EZ199 and EZ219.
- 12 identical stickers per package.



### Certified Oval Stickers



#### EZ196

SIZE: 14" x 5 1/2"

MIN ORDER QTY: 1 package

- Waterproof vinyl with removable adhesive.
- "Certified Used Vehicle" available in white/black/red or white/black/blue.
- "Certified Pre-Owned Vehicle" available in white/black/red, white/black/blue, blue/yellow, red/yellow, or black/chartreuse.
- Compatible with arch slogans, items EZ199 and EZ219.
- 12 identical stickers per package.





## Windshield Advertising



## Arch Slogans | Reverse Arch Slogans

EZ199 | EZ219

SIZE: 14" x 2 3/4"

MIN ORDER QTY: 1 package

- Waterproof vinyl with removable adhesive.
- Available in red/yellow, blue/yellow, black/chartreuse, black/gold, or black/silver.
- Compatible with oval year stickers, item EZ198, and certified oval stickers, item EZ196.
- Arch slogans shown are also available in reverse arch slogans.
- 12 identical stickers per package.



EZ199



EZ219

## Windshield Advertising

### POSCA™ Paint Markers



#### EZ957

SIZE: 1/4" marker tip

PACKAGE QTY: 1

MIN ORDER QTY: 1

- Water-based markers for use on glass, plastic, metal, wood, or vinyl.
- Non-toxic, odorless, fade resistant, and waterproof.
- Easy clean-up with soap and water.
- Available in fluorescent green, fluorescent orange, fluorescent pink, or fluorescent yellow.

### Large POSCA Paint Markers



#### ASDA-4738 – ASDA-4744

SIZE: 5/8" marker tip

PACKAGE QTY: 1

MIN ORDER QTY: 1

- Water-based markers for use on windshields, glass, plastic, or metal.
- Non-toxic, odorless, fade resistant, and waterproof.
- Easy clean-up with soap and water.
- Available in black, blue, green, pink, red, white, or yellow.

### Wide Tip Windshield Markers

#### EZ956

SIZE: 1 3/16" marker tip

PACKAGE QTY: 1

MIN ORDER QTY: 1

- Safe, acid free, water-based ink allows overpainting without bleed-through.
- For use on glass, plastic, metal, rubber, wood, and more.
- Easily washes off.
- Available in green, fluorescent yellow, fluorescent pink, blue, fluorescent orange, red, white, or fluorescent green.
- Note: fluorescent colours will fade over time.



### Solid Paint Markers



#### EZ955

SIZE: 1/2" marker tip

PACKAGE QTY: 1

MIN ORDER QTY: 1

- Twist-barrel pen.
- Dries in minutes.
- Available in fluorescent lemon, fluorescent orange, fluorescent pink, orange, yellow, purple, green, blue, red, white, or black.
- Note: fluorescent colours will fade over time.

## Lot Accessories

## Car Duster

**EZ932**

**SIZE:** 25" long

**PACKAGE QTY:** 1

**MIN ORDER QTY:** 1

- 14" removable, washable duster head.
- Includes fabric carrying bag.

## Snow Rake

**SH-105**

**SIZE:** 18" rake, 48" handle

**PACKAGE QTY:** 1

**MIN ORDER QTY:** 1

- Head material is non-abrasive, solid polyethylene foam around a wood core.
- Handle is hard wood with metal threads.
- Contact your Reynolds Document Services Consultant to learn about additional sizes and options, including a telescopic aluminum handle.



## Interior Car Mats

**EZ803**

**SIZE:**

**FRONT MATS:** 17 ¾" × 26"

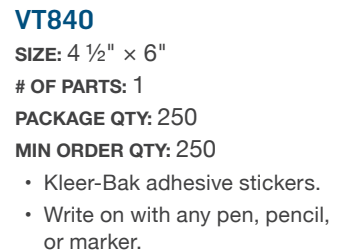
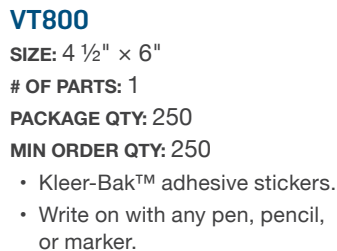
**BACK MATS:** 17 ¾" × 12 ½"

**MIN ORDER QTY:** 1 set

- Cut pile carpet top with rubber nibbed bottom to hold mats in place.
- Available in black, charcoal, light grey, or beige.
- Set of four includes two front mats with tapered middle and two back mats.



## Add On Stickers



## Blank Addendum Stickers

**S4-701**

**SIZE:** 8 1/2" x 11"

# OF PARTS: 1

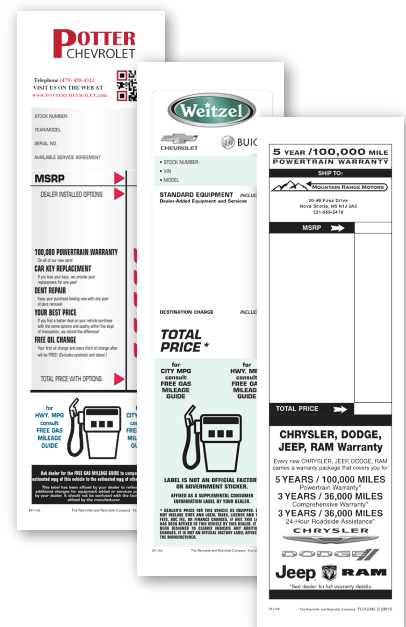
**PACKAGE QTY: 100**

**MIN ORDER QTY: 300**

*Available with dealer imprint.*

- Blank peel away sticker stock.
- Sticker is 7 1/8" x 9 3/8" with edges removed.
- Customize with your laser printer.

## CUSTOMIZE



- Reynolds can custom design and print a window sticker to best fit your dealership's needs.
- Contact your Reynolds Document Services Consultant to learn more about your options for custom addendum stickers.

## Addendum Stickers

## Addendum Stickers

316

SIZE: 5 1/4" x 12 1/2"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- White stock with black, blue, or red print.
- Adheres to glass with Kleen-Stik® strips on left and right sides.
- Also available in 4 1/4" x 10" size with Kleen-Stik strips on top and bottom, item 416.

## Window Form Holders

## Form Holder Pouch Kits



## EZ233

SIZE: 8 1/2" x 13"

MIN ORDER QTY:  
1 package

- Clear plastic pouch designed for inside of vehicle window.
- 50 clear plastic pouches, 100 suction cups, 100 clips, and 50 wire stiffeners per package.
- Kit items also sold separately, item numbers EZ233-XBAGS, EZ233-XSMCUP, EZ233-XWCLIPS, and EZ233-XWIRE.

## Clip-On Window Form Holders



## EZ261

SIZE: 9" x 13"

MIN ORDER QTY:  
1 package

- Clear plastic bag clips to car window.
- 50 bags per package.

## Appraisal Forms

## Used Vehicle Appraisal

<b>USED CAR APPRAISAL RECORD</b>															
NAME _____															
ADDRESS _____															
PHONE (BUS) _____							(RM.) _____								
SALES PERSON _____							APPRaised BY _____								
LICENSE # _____															
VIN _____															
Year		Make		Model		Body Style				Colour					
PS	PI	COUN	SECT	TRAC	DRIV	A/C	P/A	P/B	P/S	P/T	P/W	P/X	P/Y		
Air Conditioning Working? <input type="checkbox"/> Y <input type="checkbox"/> N										Air Bag Equip Used? <input type="checkbox"/> Y <input type="checkbox"/> N		ENG.		TRANS.	
ODOMETER READING _____										AMOUNT OWING _____					
TITLES		LIF	L	F	S	R	I	B	VOMS		TOWNSHIP		COUNTY		
Subst - p Replace - R															
BODY:															
PAINT:															
WINDSHIELD:															
WHEELS:															
ENGINE:															
TUNE UP:															
EMISSION CONTROL (CAT CONV.):															
TRANSMISSION / REAR END:															
FRONT END:															
BRAKES:															
SHOCKS:															
EXHAUST SYSTEM:															
AIR CONDITIONING:															
OTHER:															
VALUE: \$_____															

## UC-55

**SIZE:** 3 3/8" x 8"

# OF PARTS: 2

PACKAGE QTY: 250

**MIN ORDER QTY: 250**

- White, white.
- Perforated 1" from top of form and  $\frac{3}{4}$ " from bottom of form.
- 50 sets in covered book; 5 book minimum.

## Used Vehicle Appraisal

Reynolds and Reynolds (Canada), Ltd. TO ORDER: www.reynolds.com 1-800-367-1855 for 1-800-388-4124

NAME _____										HOME PHONE _____																																																																
ADDRESS (BUSINESS) _____															BUSINESS PHONE _____																																																											
<b>OWNER'S VEHICLE INFORMATION</b>															<b>DATE</b>																																																											
Was Your Car Leased? <input type="checkbox"/> Y <input type="checkbox"/> N																																																																										
Year					Make					Model					Body Style					Colour																																																						
Steered			Tape			Disc			Trans			PS			Air Bag			PB			ABS			PW			PSE			AC			Eng. Oil																																									
On Last Changed?															Transmission Last Checked?															Brakes Last Checked?															Miles Last Repaid?																													
Turn-on Last Done? <input type="checkbox"/> Y <input type="checkbox"/> N															Air Conditioning Working? <input type="checkbox"/> Y <input type="checkbox"/> N															Rustproofed															Paint Boosted															Alarm System <input type="checkbox"/> Y <input type="checkbox"/> N														
Air Bag Ever Used? <input type="checkbox"/> Y <input type="checkbox"/> N															Warranty Remaining															When & Where Purchased																																												
Was Vehicle ever parked or even in a collision? <input type="checkbox"/> Y <input type="checkbox"/> N															Is There Any Money Owed on Your Vehicle? <input type="checkbox"/> Y <input type="checkbox"/> N															LIC. # _____															STC. # _____																													
CUST. FINDER SIGNATURE _____															APPRAISED BY _____																																																											
<b>BUYER'S RECONDITIONING REPORT</b>																																																																										
VIN _____															KMS _____																																																											
SPEEDOMETER READING _____															MILEAGE _____																																																											
TIRE: _____															KMS _____																																																											
Replace - 異 _____															TYPE/BRAND _____																																																											
BODY: _____															COST _____																																																											
PAINT: _____																																																																										
WINDSHIELD: _____																																																																										
INTERIOR: _____																																																																										
ENGINE: _____																																																																										
TUNE UP: _____																																																																										
EMISSION CONTROL (CAT. CON): _____																																																																										
TRANSMISSION / REAR END: _____																																																																										
FRONT END: _____																																																																										
BRAKES: _____																																																																										
SHOCKS: _____																																																																										
EXHAUST SYSTEM: _____																																																																										
AIR CONDITIONING: _____																																																																										
OTHER: _____																																																																										
COMMENTS: _____																																																																										

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## UC-56

**SIZE:** 4 1/4" x 9 7/8"

# OF PARTS: 2

**PACKAGE QTY: 250**

**MIN ORDER QTY: 250**

- White, canary.
- Perforated 5/8" from top of form and 1 1/4" from bottom of form.
- 50 sets in covered book; 5 book minimum.

## Used Vehicle Appraisal

USED CAR APPRAISAL REPORT			
OWNER'S NAME		DATE	
ADDRESS			
INTERESTED IN			
MAKE		YEAR	
VIN		LIC. NO.	
MILEAGE		SALESPERSON	
FINISH		CONDITIONS	COST REPAIRS
BODY and TOP		\$	
FENDERS			
TIRES			
STARTER			
BATTERY			
MOTOR			
TRANSMISSION			
REAR AXLE			
INTERIOR			
JACK			
POWER — <input type="checkbox"/> BRAKES			
POWER — <input type="checkbox"/> STEERING			
POWER — <input type="checkbox"/> SEATS			
POWER — <input type="checkbox"/> WINDOWS			
AIR CONDITIONING			
		TOTAL COST REPAIRS	\$
APPRAISED BY		Used Car Average Value	
		Deduction for Reconditioning	
		ALLOWANCE	

FORM # CEA-288-7 (1-85)

Revised and Reprinted by: © 1985H International, Inc.

DSA-299-N

**SIZE:** 4 1/4" x 7 1/2"

# OF PARTS: 2

**PACKAGE QTY: 250**

**MIN ORDER QTY: 250**

- Canary, pink.
- 25 sets per book;  
10 book minimum.

Appraisal Forms **CUSTOMIZE**

00000000000000000000

8825 W. WESTERN STREET  
MILWAUKEE, WI 53227  
TEL: 414-351-0445 FAX: 414-351-0445

VEHICLE APPRAISAL Date \_\_\_\_\_ Customer Name \_\_\_\_\_ Sk. # \_\_\_\_\_

Vin: \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Trim \_\_\_\_\_ Engine \_\_\_\_\_

Sales Consultant \_\_\_\_\_ VIN # \_\_\_\_\_

Make \_\_\_\_\_ Exterior Colour \_\_\_\_\_ Interior Colour \_\_\_\_\_ Cloth \_\_\_\_\_ Ltr \_\_\_\_\_

Lk # \_\_\_\_\_ Size Cat \_\_\_\_\_

### EQUIPMENT CODES

- ☐ A Air Bags Front
- ☐ B Manual Tires
- ☐ C AC
- ☐ D Power Steering
- ☐ E C-55
- ☐ F Power Door Locks
- ☐ G Tires
- ☐ H Cruise Control
- ☐ I MA
- ☐ J Air Filter
- ☐ K MA
- ☐ L ABS
- ☐ M Compact Disc
- ☐ N COC
- ☐ O Premium Sound
- ☐ P 190
- ☐ Q ABS (4-wheel)
- ☐ R Lateral
- ☐ S Power Seat
- ☐ T 192
- ☐ U 195
- ☐ V Sun Roof
- ☐ W 198
- ☐ X Premium Wheels
- ☐ Y 199
- ☐ Z Alloy Wheels
- ☐ AA 199
- ☐ AB 199
- ☐ AC 199
- ☐ AD 199
- ☐ AE 199
- ☐ AF 199
- ☐ AG 199
- ☐ AH 199
- ☐ AI 199
- ☐ AJ 199
- ☐ AK 199
- ☐ AL 199
- ☐ AM 199
- ☐ AN 199
- ☐ AO 199
- ☐ AP 199
- ☐ AQ 199
- ☐ AR 199
- ☐ AS 199
- ☐ AT 199
- ☐ AU 199
- ☐ AV 199
- ☐ AW 199
- ☐ AX 199
- ☐ AY 199
- ☐ AZ 199
- ☐ BA 199
- ☐ BB 199
- ☐ BC 199
- ☐ BD 199
- ☐ BE 199
- ☐ BF 199
- ☐ BG 199
- ☐ BH 199
- ☐ BI 199
- ☐ BJ 199
- ☐ BK 199
- ☐ BL 199
- ☐ BM 199
- ☐ BN 199
- ☐ BO 199
- ☐ BP 199
- ☐ BQ 199
- ☐ BR 199
- ☐ BS 199
- ☐ BT 199
- ☐ BU 199
- ☐ BV 199
- ☐ BW 199
- ☐ BX 199
- ☐ BY 199
- ☐ BZ 199
- ☐ CA 199
- ☐ CB 199
- ☐ CC 199
- ☐ CD 199
- ☐ CE 199
- ☐ CF 199
- ☐ CG 199
- ☐ CH 199
- ☐ CI 199
- ☐ CJ 199
- ☐ CK 199
- ☐ CL 199
- ☐ CM 199
- ☐ CN 199
- ☐ CO 199
- ☐ CP 199
- ☐ CQ 199
- ☐ CR 199
- ☐ CS 199
- ☐ CT 199
- ☐ CU 199
- ☐ CV 199
- ☐ CW 199
- ☐ CX 199
- ☐ CY 199
- ☐ CZ 199
- ☐ DA 199
- ☐ DB 199
- ☐ DC 199
- ☐ DD 199
- ☐ DE 199
- ☐ DF 199
- ☐ DG 199
- ☐ DH 199
- ☐ DI 199
- ☐ DJ 199
- ☐ DK 199
- ☐ DL 199
- ☐ DM 199
- ☐ DN 199
- ☐ DO 199
- ☐ DP 199
- ☐ DQ 199
- ☐ DR 199
- ☐ DS 199
- ☐ DT 199
- ☐ DU 199
- ☐ DV 199
- ☐ DW 199
- ☐ DX 199
- ☐ DY 199
- ☐ DZ 199
- ☐ EA 199
- ☐ EB 199
- ☐ EC 199
- ☐ ED 199
- ☐ EE 199
- ☐ EF 199
- ☐ EG 199
- ☐ EH 199
- ☐ EI 199
- ☐ EJ 199
- ☐ EK 199
- ☐ EL 199
- ☐ EM 199
- ☐ EN 199
- ☐ EO 199
- ☐ EP 199
- ☐ EQ 199
- ☐ ER 199
- ☐ ES 199
- ☐ ET 199
- ☐ EU 199
- ☐ EV 199
- ☐ EW 199
- ☐ EX 199
- ☐ EY 199
- ☐ EZ 199
- ☐ FA 199
- ☐ FB 199
- ☐ FC 199
- ☐ FD 199
- ☐ FE 199
- ☐ FF 199
- ☐ FG 199
- ☐ FH 199
- ☐ FI 199
- ☐ FJ 199
- ☐ FK 199
- ☐ FL 199
- ☐ FM 199
- ☐ FN 199
- ☐ FO 199
- ☐ FP 199
- ☐ FQ 199
- ☐ FR 199
- ☐ FS 199
- ☐ FT 199
- ☐ FU 199
- ☐ FV 199
- ☐ FW 199
- ☐ FX 199
- ☐ FY 199
- ☐ FZ 199
- ☐ GA 199
- ☐ GB 199
- ☐ GC 199
- ☐ GD 199
- ☐ GE 199
- ☐ GF 199
- ☐ GG 199
- ☐ GH 199
- ☐ GI 199
- ☐ GJ 199
- ☐ GK 199
- ☐ GL 199
- ☐ GM 199
- ☐ GN 199
- ☐ GO 199
- ☐ GP 199
- ☐ GQ 199
- ☐ GR 199
- ☐ GS 199
- ☐ GT 199
- ☐ GU 199
- ☐ GV 199
- ☐ GW 199
- ☐ GX 199
- ☐ GY 199
- ☐ GZ 199
- ☐ HA 199
- ☐ HB 199
- ☐ HC 199
- ☐ HD 199
- ☐ HE 199
- ☐ HF 199
- ☐ HG 199
- ☐ HH 199
- ☐ HI 199
- ☐ HJ 199
- ☐ HK 199
- ☐ HL 199
- ☐ HM 199
- ☐ HN 199
- ☐ HO 199
- ☐ HP 199
- ☐ HQ 199
- ☐

Reynolds can custom design and print an appraisal form to best fit your dealership's needs.

Contact your Reynolds Document Services Consultant to learn more about custom appraisal form options.



## Inspection Stickers

## Certificate of Inspection Sticker

**ASDA-7740**

SIZE: 3" diameter

PACKAGE QTY: 100

MIN ORDER QTY: 100

- White vinyl.
- Adheres to inside of vehicle window.

## Safety Check OK Sticker

**EZ612**

SIZE: 2 3/8" x 3 1/2"

MIN ORDER QTY: 1 package

- Removable adhesive sticker.
- Adheres to inside of vehicle window.
- 100 stickers per package.

## Smog Check OK Sticker

**EZ611**

SIZE: 2 3/8" x 3 1/2"

MIN ORDER QTY: 1 package

- Removable adhesive sticker.
- Adheres to inside of vehicle window.
- 100 stickers per package.

## No Smoking Reminders

## No Smoking Key Fob

**VT6040**

SIZE: 1" x 1 1/2"

PACKAGE QTY: 250

MIN ORDER QTY: 250

- No smoking emblem printed on both sides of key fob.

## No Smoking Sticker

**VT6042**

SIZE: 2" diameter

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Transparent polyester with adhesive on back.

## No Smoking Static Cling

**VT6044**

SIZE: 2" x 1 1/2"

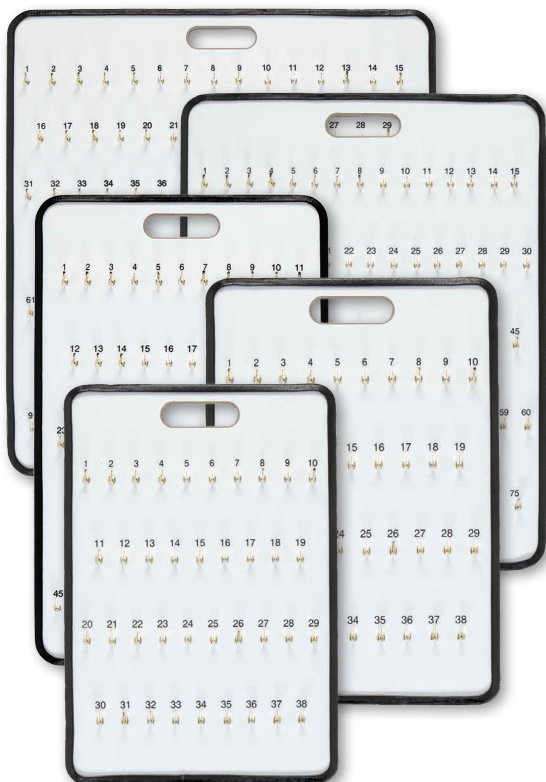
PACKAGE QTY: 250

MIN ORDER QTY: 250

- Clear static cling.

## Key Cabinets/Boards

### Key Control Boards



#### EZ399

**SIZE:** Various

**PACKAGE QTY:** 1

**MIN ORDER QTY:** 1

- Easy and convenient key control boards provide quick access to your inventory keys.
- All boards feature quality construction boards and hooks with spring lock safety catches to keep keys from falling off.
- White masonite with metal reinforced vinyl trim and gold safety hooks.
- Available in 32, 38, 55, 75, or 105 hook options.

### Replacement Hooks



#### EZ915

**MIN ORDER QTY:** 1 package

- 25 hooks per package.
- Compatible with key control boards, item EZ399.

### Mason Lock Box®



#### EZ948

**SIZE:** 3" W x 5 1/4" H x 1 3/4" D

**PACKAGE QTY:** 1

**MIN ORDER QTY:** 1

- Durable powder-coated zinc alloy.
- Cam lock offers more than 50,000 combinations, ensuring your company a unique key code.
- Padded foam backer protects vehicle glass.
- Lock boxes are strictly for convenience of sales personnel, not to be considered an anti-theft device.
- Keys sold separately, item EZ948-KEY.

### Mason Lock Box Key



#### EZ948-KEY

**PACKAGE QTY:** 1

**MIN ORDER QTY:** 1

- Key for Mason Lock Box, item EZ948.

## Key Cabinets/Boards

**Standard Key Cabinet****EZ581**

SIZE: Various

PACKAGE QTY: 1

MIN ORDER QTY: 1

- Heavy-duty steel cabinet with rustproof painted finish.
- Features multi-coloured tags for colour coding.
- Includes plugs and screws for wall mounting.
- Available in 24, 48, or 90 hook options.

**Deluxe Key Cabinet****EZ582**

SIZE: Various

PACKAGE QTY: 1

MIN ORDER QTY: 1

- Features multi-coloured tags for colour coding.
- Carry with handle or mount on the wall.
- Includes plugs and screws for wall mounting.
- Available in 30 or 60 hook options.

**Premium Key Cabinet****EZ584**

SIZE: Various

PACKAGE QTY: 1

MIN ORDER QTY: 1

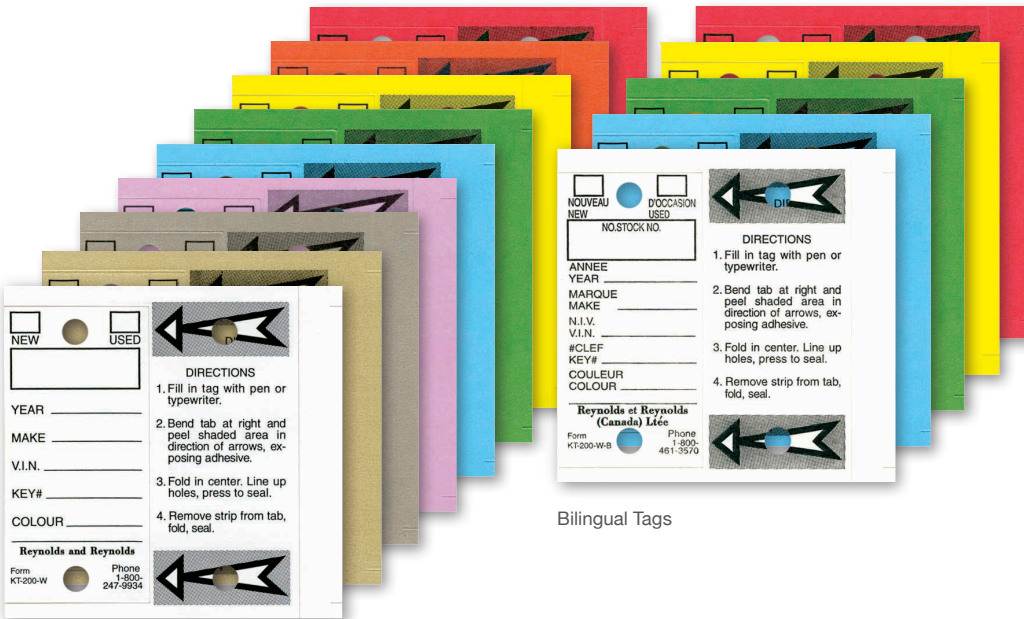
- Powder-coated with white anti-rust material.
- Includes quality cam lock and two keys.
- Carry with handle or mount on the wall.
- Wall mounting hardware included.
- Available in 40, 60, or 80 hook options.





## Key Tags/Rings

### Key Tags with Rings



English Tags

Bilingual Tags

#### KT-200

SIZE: 3" x 3"

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Self-adhesive Mylar-coated lamination.
- When laminated, tags are waterproof and fade resistant.
- English tags available in red, orange, yellow, green, blue, lilac, grey, tan, or white.
- Bilingual (French/English) tags available in red, yellow, green, blue, or white.
- Includes 250 rings.

### Top Stripe Key Tags



#### VT225

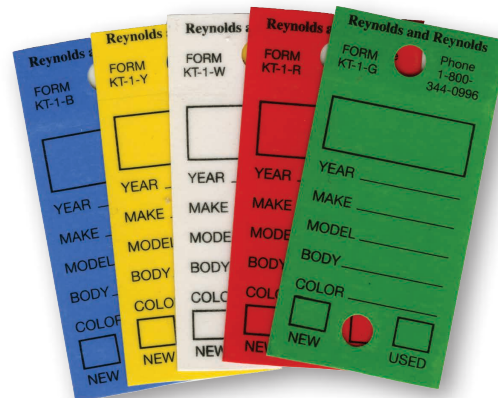
SIZE: 1 3/8" x 3"

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Calendared vinyl.
- Available in black, blue, green, orange, red, yellow, or magenta.
- Features write-on panels.
- Includes two extra-fine permanent markers.
- Includes 250 rings.

### Key Tags with Rings



#### KT-1

SIZE: 1 3/8" x 2 3/4"

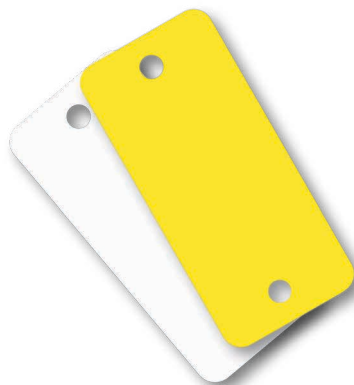
PACKAGE QTY: 250

MIN ORDER QTY: 250

- Self-adhesive lamination.
- Available in blue, yellow, white, red, or green.
- Includes 250 rings.

## Key Tags/Rings

### Blank Poly Key Tags



#### VT250B

SIZE: 1 3/8" x 3"

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Tear-resistant 23 mil. polyethylene material.
- Available in white or canary.
- Includes fine point permanent marker.
- Includes 250 rings.

### Printed Poly Key Tags



#### VT250

SIZE: 1 3/8" x 3"

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Tear-resistant 23 mil. polyethylene material.
- Available in white or canary.
- Includes fine point permanent marker.
- Includes 250 rings.

### Key Rings



#### KTR-99

SIZE: 3/4" diameter

PACKAGE QTY: 250

MIN ORDER QTY: 500

- Metal key rings.

### Vinyl Arrow Key Tags



#### KRV-98 | VT275

SIZE: 3/4" x 4 1/2"

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

- Available in white or yellow, item KRV-98.
- Available in red, orange, green, or blue, item VT275.

### Large Vinyl Arrow Key Tags



#### VT276

SIZE: 1 3/16" x 5"

PACKAGE QTY: 1,000

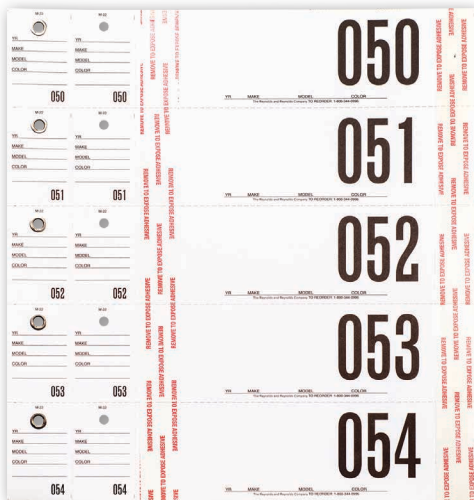
MIN ORDER QTY: 1,000

- Available in white or yellow.

**Customized key chains are available on page 17 of the Marketing & Branding section.**

## Stock Tags/Stickers

### Stock Number and Key Tag



#### M-22

SIZE: 9" x 2"

PACKAGE QTY: 250

MIN ORDER QTY: 250

Available with dealer imprint.

- Combination adhesive stock sticker with detachable grommated key tag and key rings.
- Available blank or in sets of 250 for numbers 000–10,999.

### Stock Number and Key Tag



#### RL-77

SIZE: 7 3/4" x 1 3/4"

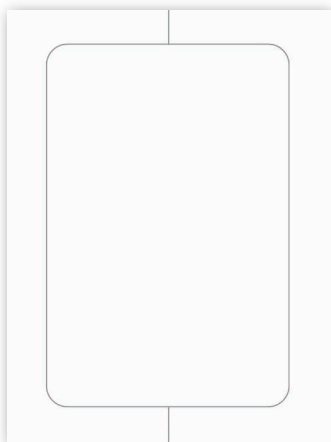
PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

Available with dealer imprint.

- Combination adhesive stock sticker with detachable key tag.
- Includes key rings and optional protective key sleeves.
- Available blank or in sets of 1,000 for numbers 000–9,999.

### Blank Vehicle Window Sticker



#### VT420

SIZE: 3" x 4"

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Blank Klear-Bak™ sticker.
- Clear plastic permanent adhesive on all four sides.
- Write on with pen, pencil, or marker.

### Vehicle Window Sticker



#### VT400

SIZE: 3" x 4"

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Klear-Bak adheres to window on all four sides.
- Available in white, blue, green, orange, red, or yellow.



## Stock Tags/Stickers

## V-T™ Consecu-Tags™



## VT226

SIZE: 6" × 6"

PACKAGE QTY: 125

MIN ORDER QTY: 125

- Self-adhesive, clear plastic backing leaves no residue.
- Available in green, red, white, yellow, orange, or blue.
- Includes self-laminating key tags and 125 chrome-plated rings.
- Contact your Reynolds Document Services Consultant on initial orders to determine starting alpha or numeric format.

## Poly Stock Stickers



## PSS-240-W

SIZE: 2 7/8" × 3"

PACKAGE QTY: 250

MIN ORDER QTY: 250

- White vinyl.
- Includes fine point permanent marker.



## RL-240

SIZE: 2 7/8" × 3"

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Yellow vinyl.
- Includes fine point permanent marker.

## Fuel Forms

Gas Purchase Orders **CUSTOMIZE**

SIZE: 8 1/2" × 5 3/8"

- Reynolds can custom design and print a gas purchase order to best fit your dealership's needs.
- Contact your Reynolds Document Services Consultant to learn more about your options for custom gas purchase orders.

**97% of our customers—on any DMS—are satisfied with their relationship with Reynolds Document Services.**

Contact your local Reynolds Document Services Consultant to learn how we can meet your needs.

## Inventory Records

### New/Used Stock Record Card

**320**

SIZE: 6" x 4 3/4"

# OF PARTS: 3

PACKAGE QTY: 100

MIN ORDER QTY: 100

- 2 hole punched at top of form.
- White, canary, white tag.

### Vehicle Inventory Record

**CS-167**

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- 3 hole punched at left of form.
- Compatible with 1" 3-ring binder, item BRS-1265-1, and 2" 3-ring binder, item BRS-1265-2.
- Also available in French, item CS-167-F.

### Vehicle Inventory Record

**DSA-17**

SIZE: 10 1/8" x 7 1/2"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Designed for GM dealerships.
- 4 hole punched at left of form.
- Compatible with post storage binder, item BPS-710.
- Also available in French, item DSA-17-F.

### New Vehicle Inventory Record

**RL-305-1**

SIZE: 8" x 5 3/4"

# OF PARTS: 2

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Perforated 3/4" from bottom of form.
- White, white.

## Up-Sheet Pad

[illegible]

- Padded; 100 forms per pad.

[illegible]

- Padded; 50 forms per pad.

### Target sales leads

*Turn to pages 2–5 for more details about direct mail, and contact your Reynolds Document Services Consultant to start planning your next mailing.*





## Worksheets/Sales Summaries

### Deal Recap Sheet

**DEAL RECAP SHEET**

**Customer Information**

Name & Address: \_\_\_\_\_  
 Cust. # \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Shop #1 \_\_\_\_\_  
 Shop #2 \_\_\_\_\_

**Used Vehicle Information**

Stock # \_\_\_\_\_ Make \_\_\_\_\_ Model # \_\_\_\_\_  
 Year \_\_\_\_\_ VIN \_\_\_\_\_  
 Date Shopped \_\_\_\_\_  
 Date Sold \_\_\_\_\_  
 C/D/O \_\_\_\_\_  
 N/C/O \_\_\_\_\_

**Trade Vehicle Information**

1st Trade Stock # \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_  
 2nd Trade Stock # \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_

**F & I BREAKDOWN**

A. Last Name \_\_\_\_\_  
 Amt. Financed \$ \_\_\_\_\_  
 Total Cash \$ \_\_\_\_\_  
 B. CR: \_\_\_\_\_ BTR: \_\_\_\_\_ \$ \_\_\_\_\_  
 C. # of Parts \_\_\_\_\_  
 Payment Amt. \_\_\_\_\_  
 Date 1st Pmt. \_\_\_\_\_  
 D. C/I Premium \$ \_\_\_\_\_  
 Adm. Premium \$ \_\_\_\_\_  
 E. Warranty \$ \_\_\_\_\_  
 Cost \$ \_\_\_\_\_  
 F. Alternator \$ \_\_\_\_\_  
 Cost \$ \_\_\_\_\_  
 G. Cost \$ \_\_\_\_\_  
 H. Cost \$ \_\_\_\_\_  
 I. Total F & I Profit \$ \_\_\_\_\_

**COST OF SALE**

1. Sales Price \$ \_\_\_\_\_  
 Cost \$ \_\_\_\_\_  
 Total Cash \$ \_\_\_\_\_  
 Sales Tax \$ \_\_\_\_\_  
 License Fees \$ \_\_\_\_\_  
 2. 1st Alternative \$ \_\_\_\_\_  
 1st Net ACV \$ \_\_\_\_\_  
 1st Net ACV \$ \_\_\_\_\_  
 3. Warranty \$ \_\_\_\_\_  
 Cost \$ \_\_\_\_\_  
 4. Alternator \$ \_\_\_\_\_  
 Cost \$ \_\_\_\_\_  
 5. Retake \$ \_\_\_\_\_  
 6. Cost \$ \_\_\_\_\_  
 7. Doc Fee \$ \_\_\_\_\_  
 Total Sales Profit \$ \_\_\_\_\_  
 Total F & I Profit \$ \_\_\_\_\_  
 Total Profit \$ \_\_\_\_\_

**COMMISSION VOUCHER**

Step # 1: \_\_\_\_\_  
 Total Sales Profit \$ \_\_\_\_\_  
 PAK: \$ \_\_\_\_\_  
 A. Commission Rate: % \$ \_\_\_\_\_  
 B. Special Rate: % \$ \_\_\_\_\_  
 C. Flat Order Rate: \$ \_\_\_\_\_  
 D. Sign: \$ \_\_\_\_\_  
 E. Bonus: \$ \_\_\_\_\_  
 TOTAL COMMISSION: \$ \_\_\_\_\_  
 Stock # \_\_\_\_\_

**COMMISSION VOUCHER**

Step # 2: \_\_\_\_\_  
 Total Sales Profit \$ \_\_\_\_\_  
 PAK: \$ \_\_\_\_\_  
 A. Commission Rate: % \$ \_\_\_\_\_  
 B. Special Rate: % \$ \_\_\_\_\_  
 C. Flat Order Rate: \$ \_\_\_\_\_  
 D. Sign: \$ \_\_\_\_\_  
 E. Bonus: \$ \_\_\_\_\_  
 TOTAL COMMISSION: \$ \_\_\_\_\_  
 Stock # \_\_\_\_\_

**CO-1502**

**SIZE: 8 1/2" x 14 5/8"**

**# OF PARTS: 3**

**PACKAGE QTY: 100**

**MIN ORDER QTY: 100**

- White, canary, pink.

### Sales Summary

**SALES SUMMARY**

SALE NO. \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_ UNIT \_\_\_\_\_ EX. NO. \_\_\_\_\_

**SALESPERSON**

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 LIC. NO. \_\_\_\_\_

**TRADE INFORMATION**

TRADE IN \_\_\_\_\_  
 MAKE \_\_\_\_\_  
 MODEL \_\_\_\_\_  
 LIC. NO. \_\_\_\_\_  
 VIN \_\_\_\_\_  
 NET PAYOFF \_\_\_\_\_  
 GOOD DATE \_\_\_\_\_  
 PAYOFF TO \_\_\_\_\_

**LOAN INFORMATION**

LOAN NO. \_\_\_\_\_  
 DATE \_\_\_\_\_  
 TRADE \_\_\_\_\_  
 CASH \_\_\_\_\_  
 UNDER \_\_\_\_\_  
 ADVANCE \_\_\_\_\_  
 OVER \_\_\_\_\_  
 HOLD FOR \_\_\_\_\_  
 SMT TO \_\_\_\_\_  
 MONEY IN \_\_\_\_\_  
 PAY FOR \_\_\_\_\_  
 LEGAL TO BE \_\_\_\_\_

**PAY VOUCHER**

SALESPERSON \_\_\_\_\_ EX. NO. \_\_\_\_\_ MAKE/MODEL \_\_\_\_\_ DATE \_\_\_\_\_  
 BUYER \_\_\_\_\_  
 COMMISSION \_\_\_\_\_  
 SPT: \_\_\_\_\_  
 TOTAL COMMISSION \_\_\_\_\_

**PAY VOUCHER**

SALESPERSON \_\_\_\_\_ EX. NO. \_\_\_\_\_ MAKE/MODEL \_\_\_\_\_ DATE \_\_\_\_\_  
 BUYER \_\_\_\_\_  
 COMMISSION \_\_\_\_\_  
 SPT: \_\_\_\_\_  
 TOTAL COMMISSION \_\_\_\_\_

**PAY VOUCHER**

SALESPERSON \_\_\_\_\_ EX. NO. \_\_\_\_\_ MAKE/MODEL \_\_\_\_\_ DATE \_\_\_\_\_  
 BUYER \_\_\_\_\_  
 COMMISSION \_\_\_\_\_  
 SPT: \_\_\_\_\_  
 TOTAL COMMISSION \_\_\_\_\_

**349**

**SIZE: 8 1/2" x 14"**

**# OF PARTS: 3 or 4**

**PACKAGE QTY: 100**

**MIN ORDER QTY: 100**

- 3 part: white, canary, pink.
- 4 part: white, canary, pink, goldenrod.

### Customer Proposal

**CUSTOMER PROPOSAL**

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ SOURCE \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 LIC. NO. \_\_\_\_\_  
 STOCK NO. \_\_\_\_\_ YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ BODY STYLE \_\_\_\_\_  
 VIN \_\_\_\_\_  
 TRADE IN INFORMATION \_\_\_\_\_  
 YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ VIN \_\_\_\_\_ BODY STYLE \_\_\_\_\_ SALE PRICE \_\_\_\_\_  
 MILEAGE \_\_\_\_\_ LIC. NO. \_\_\_\_\_ ADDITIONAL ACCESSORIES \_\_\_\_\_  
 NUMBER \_\_\_\_\_ PAYMENTS OF \$ \_\_\_\_\_  
 1/3 CASH DOWN \$ \_\_\_\_\_  
 MONTHLY PAYMENTS \$ \_\_\_\_\_

**694**

**SIZE: 8 1/2" x 11"**

**# OF PARTS: 1**

**PACKAGE QTY: 100**

**MIN ORDER QTY: 100**

- 4-square worksheet.

### Need immediate assistance?

Reynolds Document Services customer service representatives are just a phone call away, and online ordering is available 24 hours a day at [www.ReySource.com](http://www.ReySource.com).

## Commission Vouchers

## Commission Voucher

**347**

SIZE: 7 5/8" x 4 1/4"

# OF PARTS: 2, 3, or 4

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- 2 part: white, canary.
- 3 part: white, canary, pink.
- 4 part: white, canary, pink, goldenrod.

## Insurance/Gross Commission Voucher

**RL-59**

SIZE: 4 1/4" x 5 5/8"

# OF PARTS: 3

PACKAGE QTY: 250

MIN ORDER QTY: 250

- 2 hole punched at bottom of form.
- White, canary, pink.

## Sales Performance Charts

## Sales Performance Chart

**SALES-1**

SIZE: 32" x 21"

# OF PARTS: 1

PACKAGE QTY: 1

MIN ORDER QTY: 1

- 12 sheets per package.
- Also available branded for Acura dealers in English and French, items ACURA-500 and ACURA-500-F; and for Honda dealers in English and French, items HA-500 and HA-500-F.

## Sales Performance Sticker

**HA-501**

SIZE: 3/4" x 3/4" stickers

# OF PARTS: 1

PACKAGE QTY: 1

MIN ORDER QTY: 1

- Adhesive labels designed to be used with sales performance chart, item SALES-1.
- Available in red, blue, orange, green, or yellow.
- 25 identical stickers per package.

## Related Products

### Direct Mail



See Pages 2–5  
Marketing & Branding

### PromoTAG®



See Page 6  
Marketing & Branding

### ScanTRAX®



See Page 7  
Marketing & Branding

### Dealership Advertising



See Pages 8–10  
Marketing & Branding

### Document and Insurance Wallets



See Page 11  
Marketing & Branding

### Licence Plate Frames, Covers, and Inserts



See Pages 12–13  
Marketing & Branding



## Related Products

## Decals



See Page 14  
Marketing & Branding

## Key Fobs



See Page 17  
Marketing & Branding

## Promotional Products



See Pages 19–21  
Marketing & Branding

## Rental Agreements

See Page 55  
F&I Management

## Deal Recaps

See Page 58  
F&I Management

## Vehicle Invoices

See Page 67  
Business Office

## Vehicle Purchase Agreements/Bills of Sale

### Atlantic Vehicle Purchase Agreement

The image shows the Atlantic Vehicle Purchase Agreement form (ABA201HST). It is a detailed document with multiple sections for vehicle information, dealer information, and terms of sale. The form is titled "ATLANTIC BUYER'S AGREEMENT" and includes a "VEHICLE INFORMATION" section at the top. The bottom right corner of the form is highlighted with a yellow and red corner tab.

#### ABA201HST

SIZE: 8 1/2" x 12 1/4"

# OF PARTS: 4

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Outline terms of the transaction in a written agreement.
- White, canary, pink, green.
- Also available in French, item ABA201F.

### Alberta Vehicle Purchase Agreement

The image shows the Alberta Vehicle Purchase Agreement form (MDA-4). It is a detailed document with multiple sections for vehicle information, dealer information, and terms of sale. The form is titled "ALBERTA BUYER'S AGREEMENT" and includes a "VEHICLE INFORMATION" section at the top. The bottom right corner of the form is highlighted with a yellow and red corner tab.

#### MDA-4

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 3

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Outline terms of the transaction in a written agreement.
- White, canary, pink.

### Saskatchewan Vehicle Purchase Agreement

The image shows the Saskatchewan Vehicle Purchase Agreement form (MDA4SK). It is a detailed document with multiple sections for vehicle information, dealer information, and terms of sale. The form is titled "SASKATCHEWAN BUYER'S AGREEMENT" and includes a "VEHICLE INFORMATION" section at the top. The bottom right corner of the form is highlighted with a yellow and red corner tab.

#### MDA4SK

SIZE: 8 1/2" x 12"

# OF PARTS: 3

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Outline terms of the transaction in a written agreement.
- White, canary, pink.

**Document wallets are available on page 11 of the Marketing & Branding section.**

## Vehicle Purchase Agreements/Bills of Sale

## Ontario Vehicle Purchase Agreement

The image shows the front page of the Ontario Vehicle Purchase Agreement (OVPA-1). It is a detailed form with multiple sections for recording vehicle information, including make, model, year, and VIN. There are also sections for the buyer's and seller's details, and a large area for signatures and dates. The form is titled "Vehicle Purchase Agreement" and "OVPA-1".

## OVPA-1

SIZE: 8 1/2" x 18 1/4"

# OF PARTS: 4

PACKAGE QTY: 50

MIN ORDER QTY: 100

Available with dealer imprint.

- Outline terms of the transaction in a written agreement.
- White, canary, pink, white.
- Part 4 includes disclosures required by OMVIC™ and Canadian Motor Vehicle Arbitration Plan.
- Designed to be used with the Ontario Vehicle Information Form, item OVIF-1.

## Ontario Wholesale Buyer's Order

The image shows the front page of the Ontario Wholesale Buyer's Order (OWBO-1). It is a form with sections for buyer and seller information, vehicle details, and terms of sale. It includes fields for make, model, year, and VIN, as well as sections for signatures and dates. The form is titled "Wholesale Buyer's Order" and "OWBO-1".

## OWBO-1

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 2

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Outline terms of the wholesale transaction in a written agreement.
- White, canary.

**Reynolds Document Services can add your OEM's required privacy language to a custom vehicle purchase agreement or bill of sale.**

Contact your Reynolds Document Services Consultant to learn more.



## Lease Agreements

### Ontario Vehicle Lease Agreement

#### OVLA-1

SIZE: 8 1/2" x 19 3/4"

# OF PARTS: 5

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Outline all required information needed to lease a vehicle.
- White, canary, pink, goldenrod, white.
- Part 5 includes disclosures required by OMVIC™ and Canadian Motor Vehicle Arbitration Plan.
- Designed to be used with the Ontario Vehicle Information Form, item OVIF-1.

### Ontario Offer to Lease Agreement

#### OOTL-1

SIZE: 8 1/2" x 16 3/4"

# OF PARTS: 3

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Outline a framework for negotiating a vehicle lease transaction.
- White, canary, pink.

### Need immediate assistance?

Reynolds Document Services customer service representatives are just a phone call away, and online ordering is available 24 hours a day at [www.ReySource.com](http://www.ReySource.com).

**Deal jackets are available on pages 70–71 of the Business Office section and pages 106–107 of the Service section.**

## Rental Agreement

[illegible]

## OBVA-1

**SIZE:** 8 1/2" x 11 3/4"

# OF PARTS: 2

**PACKAGE QTY: 100**

**MIN ORDER QTY: 100**

- Outline consumer obligations when a vehicle is borrowed.
- White, canary.

[illegible]

## RL-104

**SIZE:** 8 1/2" x 11 3/4"

# OF PARTS: 4

**PACKAGE QTY: 100**

**MIN ORDER QTY: 100**

Available with dealer imprint.

- Outline all details relating to daily vehicle rentals.
- White, canary, pink, green.
- Ontario-specific version also available, item RL-104ON.

## Universal Stand-Alone Privacy Notice

[illegible]

## PRIVNOTICE

**SIZE:** 9 1/4" x 5 2/3"

# OF PARTS: 2

**PACKAGE QTY: 100**

**MIN ORDER QTY: 100**

- Disclose how a consumer's private information can be gathered, used, disclosed, and shared.
- White, canary.
- Also available in French. item PRIV-FR.

## Ontario Stand-Alone Privacy Statement

[illegible]**PRIVSTMTON**

**SIZE:** 9 1/4" x 5 2/3"

# OF PARTS: 2

PACKAGE QTY: 100

**MIN ORDER QTY: 100**

- Disclose how a consumer's private information can be gathered, used, disclosed, and shared.
- White, canary.

## Ancillary Forms

### Odometer Certification

#### ODOM-1

SIZE: 9 1/4" x 5 3/8"

# OF PARTS: 3

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Disclose mileage of a vehicle in a formal document.
- White, canary, pink.

### Trade-In Vehicle Appraisal and Inspection Form

#### LDJ-0301

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 3

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Establish vehicle value by conducting a thorough evaluation to determine damage or defects while obtaining important information about the vehicle's history.
- White, canary, pink.

### Ontario Vehicle Information Form

#### OVIF-1

SIZE: 8 1/2" x 16 3/4"

# OF PARTS: 2

PACKAGE QTY: 50

MIN ORDER QTY: 100

- Designed to be used as an appendix to Ontario Vehicle Purchase Agreement, item OVPA-1, or Ontario Vehicle Lease Agreement, item OVLA-1.
- White, canary.

**Used car appraisals are available on page 38 of the Sales section.**



## Ancillary Forms

## Due Bill

**412Q**

**DUE BILL**

WORK PROMISED TO BE PERFORMED AT TIME OF SALE

DATE	DESCRIPTION OF CAR	LOT/DATE	SUBSTANTIATION	SALES/PERSON	BOOKING
1.					
2.					
3.					
4.					
5.					
6.					
7.					

PRESENT THIS ORDER WHEN WORK IS TO BE COMPLETED

NOTE: THE ABOVE PROMISED WORK IS THE ONLY WORK TO BE PERFORMED FREE OF CHARGE. ANY OTHER WORK WILL BE CHARGED FOR IN ACCORDANCE WITH THE TYPE OF WARRANTY ISSUED. ALL WORK MUST BE DONE IN OUR SHOP, AND YOU MUST APPOINTMENT WITH THE SERVICE DEPARTMENT BEFORE THE ABOVE WORK CAN BE PERFORMED.

Signed: Sales Mgr ☒ Signed: Customer ☒

**DUE TO INSURANCE REGULATIONS — NO LOAN CARS AVE**

412T(3P) | 412Q(4P)

SIZE: 8 1/2" x 7 3/4"

# OF PARTS: 3 or 4

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Document work to be completed and accessories to be installed after vehicle delivery date.
- 3 part: white, canary, pink.
- 4 part: white, canary, pink, blue.

## We Owe

**WE OWE**

NAME \_\_\_\_\_ STK NO. \_\_\_\_\_ NEW \_\_\_\_\_ USED \_\_\_\_\_

ADDRESS \_\_\_\_\_ YEAR \_\_\_\_\_ MAKE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ MODEL \_\_\_\_\_

PHONE \_\_\_\_\_ VIN NO. \_\_\_\_\_

SALES/PERSON \_\_\_\_\_ DEL. DATE \_\_\_\_\_

QTY	NAME OF ITEM	INST	LABOR

I hereby agree this bill with the understanding that it is valid for only 30 days from date of issuance, and that I have made an appointment with the SERVICE DEPARTMENT before the above work can be performed.

(FOR APPOINTMENT CALL SERVICE DEPT.)

CUSTOMER \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_

SA-1506

SIZE: 9 1/4" x 5 5/8"

# OF PARTS: 3 or 4

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Document work to be completed and accessories to be installed after vehicle delivery date.
- Contains "Valid for only thirty days from date of issuance" disclosure.
- 3 part: white, canary, white tag.
- 4 part: white, canary, pink, white tag.

## We Owe You Owe

**LAW SA-1506YO**

**WE OWE**

NAME \_\_\_\_\_ STK NO. \_\_\_\_\_ NEW \_\_\_\_\_ USED \_\_\_\_\_

ADDRESS \_\_\_\_\_ YEAR \_\_\_\_\_ MAKE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ MODEL \_\_\_\_\_

PHONE \_\_\_\_\_ VIN NO. \_\_\_\_\_

SALES/PERSON \_\_\_\_\_ DEL. DATE \_\_\_\_\_

QTY	NAME OF ITEM	INST	LABOR

I hereby agree this bill with the understanding that it is valid for only 30 days from date of issuance, and that I have made an appointment with the SERVICE DEPARTMENT before the above work can be performed.

(FOR APPOINTMENT CALL SERVICE DEPT.)

CUSTOMER \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_

**YOU OWE**

TO BE RECEIVED BY DATE		TO BE RECEIVED BY DATE	
1) Title to Trade in Vehicle	5) Other		
2) All Monies	6) Other		
3) Valid Insurance Card	7) Other		
4) Other	8) Other		

I hereby agree to provide the above listed items to the dealer. I understand that the sales transaction is not completed until I provide each item.

S \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_

SA-1506YO

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 3

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Document items due to the consumer and dealership.
- White, canary, white tag.

## Ancillary Forms

### Deal Recap

#### RFI-237

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 2

PACKAGE QTY: 250

MIN ORDER QTY: 250

Available with dealer imprint.

- Provide complete breakdown of deal to ensure all documentation is complete.
- White, pink.

### Deal Recap With Gap Insurance

#### RFI-237-GAP

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 2

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Provide complete breakdown of deal including gap insurance to ensure all documentation is complete.
- White, pink.

### Deal Worksheets CUSTOMIZE

Customize your deal worksheets to fit your needs by capturing important consumer information and providing a framework for negotiating a vehicle transaction.

Contact your Reynolds Document Services Consultant for custom deal worksheets designed for your business.

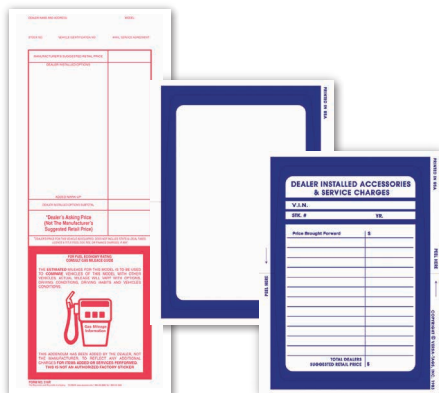
## Related Products

### Document Wallets



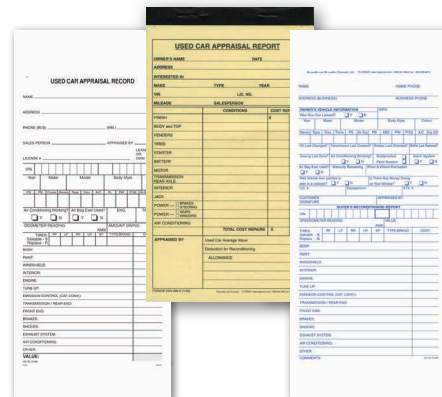
**See Page 11**  
Marketing & Branding

### Addendum Stickers



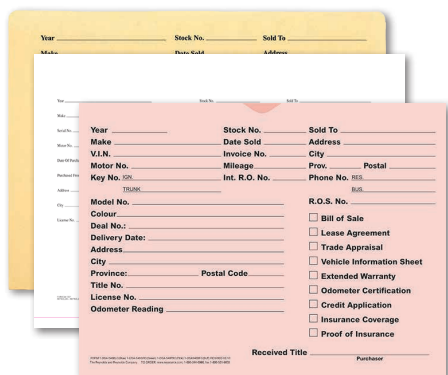
**See Pages 36–37**  
Sales Department

### Appraisal Forms



**See Page 38**  
Sales Department

### Deal Jackets



**See Pages 70–71**  
Business Office

### Printer Consumables



**See Pages 74–76**  
Business Office

### ColorFile® Folders



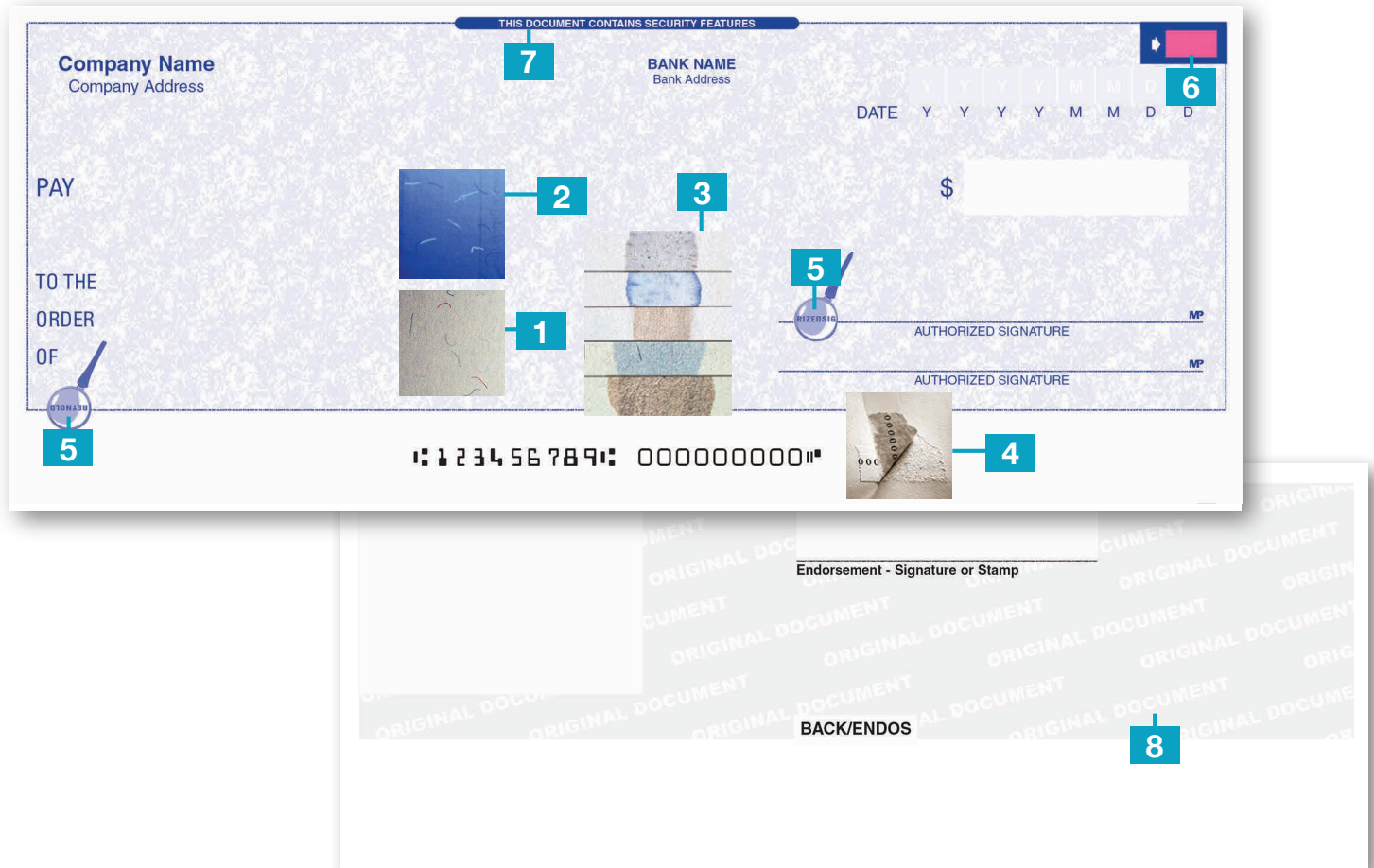
**See Pages 104–107**  
Service Department

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## Cheque Security Features

Reynolds Document Services offers a wide variety of customizable cheques. Each cheque possesses a combination of multiple security features designed to protect you and your dealership against fraud. Have confidence that your transactions are secure when using a Reynolds cheque.



### Reynolds offers a variety of cheque security features, including:

- 1. Visible Fibers** – Fibers are added to 25# paper stock, making replication of the document more difficult. These fibers are visible on both sides of the sheet in ordinary light and can be various lengths, colours, and densities.
- 2. Fluorescent Fibers** – Invisible in ordinary light, this covert feature can be seen under ultraviolet (black) light. The invisible fibers resist photocopy replication.
- 3. Chemical Stain** – This measure protects against alteration by changing colour when exposed to agents, such as bleaches, solvents, acids, or bases. Reactants provide easily recognizable signs of attempted forgery.
- 4. Tonerfuse** – Paper coating bonds the toner to 25# paper stock, making removal of the toner difficult without damage.
- 5. Micro Printing** – Very small text is legible under magnification in the signature line and cheque border. When photocopied, the words fill in and appear as a solid or broken line.
- 6. Thermo-chromic Ink** – To validate the cheque's authenticity, special ink disappears when warmed by your hand and reappears when temperature returns to normal. This non-standard security feature may include an upcharge.
- 7. Warning Bands** – Printed message calls attention to the security features protecting the document. These bands advise the recipient to inspect a document before accepting it and may deter counterfeiters.
- 8. Original Document Screened Backer** – Printing and format of cheque backer is compliant with the Canadian Payment Association.

## Cheques

Cheques **CUSTOMIZE**

Cheques from Reynolds are customizable to meet the needs of your business. Use a unique colour to make your cheques stand out, or include your logo for enhanced branding.

Contact your Reynolds Document Services Consultant to learn more about our custom cheque options.



## Cheque Request Form

CHECK REQUEST		CHEQUE NO.	AMOUNT
DATE REQUESTED	NAME CHECK PAYABLE TO		
SEND CHECK TO			
ADDRESS			
CITY	STATE		
EXPLANATION			
REQUESTED BY		APPROVED BY	AMOUNT OF CHECK

**SO-130**

SIZE: 8 1/2" x 5 1/2"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

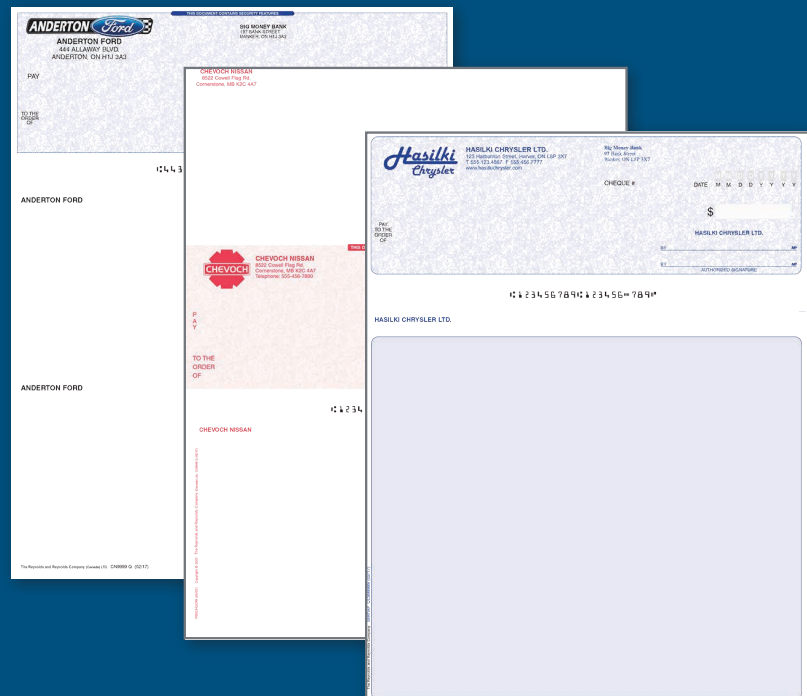
- Padded; 50 forms per pad.

## Looking for cheques that print from your system?

Every day, Reynolds Document Services provides secure cheques to dealerships using:

- **CDK Global®**
- **PBS®**
- **Quorum®**
- **Serti®**
- and more!

Find out why **97% of our customers** — on any DMS — are satisfied with their relationship with **Reynolds Document Services**. Contact your Reynolds Document Services Consultant to learn about product options and branding opportunities designed for your DMS.



## Payroll Vouchers

### ERA® Continuous Payroll Voucher

#### ERAEP1PVCPA

SIZE: 9 1/2" x 7"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Top cheque perforation at 3 1/2" from top of form.
- 1/2" perforated stubs at left and right of form.
- CPA standard backer.

### ERA Laser Payroll Voucher

#### ELC-PAYV

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Top cheque perforation at 3 1/2" from top of form.
- Compatible with envelope, item RL-4655.

### ERA Laser Payroll Voucher

#### PAYEP1PVCPA

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Top cheque perforation at 3 1/2" from top of form.
- CPA standard backer.
- Compatible with envelope, item RL-4655.

## Petty Cash Vouchers

### Petty Cash Summary Envelope

#### RC-303

SIZE: 4 1/8" x 9 1/2"

# OF PARTS: 1

PACKAGE QTY: 50

MIN ORDER QTY: 50

- Dry gum adhesive.

### Petty Cash Voucher

#### DSA-130

SIZE: 8 1/2" x 3 3/8"

# OF PARTS: 1

PACKAGE QTY: 1,000 vouchers

MIN ORDER QTY: 1,000 vouchers

- Pre-numbered in red.
- 100 per pad; 10 pads per package.
- Also available in French, item DSA-130-F.

### Petty Cash Summary Voucher Envelope

#### DSA-230

SIZE: 9 1/2" x 4 1/8"

# OF PARTS: 1

PACKAGE QTY: 50

MIN ORDER QTY: 50

- Dry gum adhesive.



## Cash Receipts

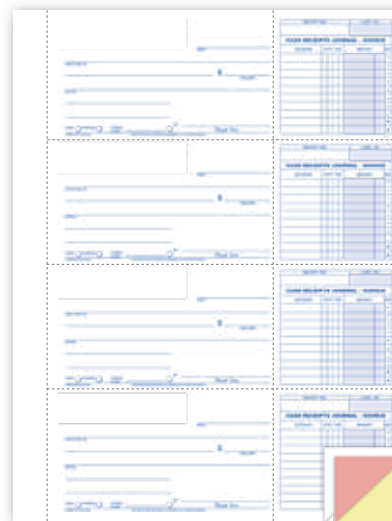
**FCMA-138-NC****SIZE:** 8 1/2" x 11 1/2"**# OF PARTS:** 3**PACKAGE QTY:**

100 receipts

**MIN ORDER QTY:**

100 receipts

- Designed for Ford dealerships.
- Pre-numbered in blue.
- White, pink, canary.
- 4 receipts per page.
- Stapled binding.

**CTM-138-NC-PL****SIZE:** 8 1/2" x 11 1/2"**# OF PARTS:** 3**PACKAGE QTY:**

100 receipts

**MIN ORDER QTY:**

100 receipts

- White, pink, canary.
- 4 receipts per page.
- Stapled binding.
- Also available in French, item CTM-138-NC-F-PL.

**DSA-138-4-N****SIZE:** 7 1/4" x 11"**# OF PARTS:** 2 or 3**PACKAGE QTY:**

2P - 300 receipts

3P - 200 receipts

**MIN ORDER QTY:**

2P - 300 receipts

3P - 200 receipts

*Available with dealer imprint.*

- Pre-numbered in red.
- 2 part: white, canary.
- 3 part: white, pink, canary.
- 4 receipts per page.

**508TNCR#RD****SIZE:** 8 1/2" x 11"**# OF PARTS:** 3**PACKAGE QTY:** 200 receipts**MIN ORDER QTY:** 200 receipts*Available with dealer imprint.*

- Pre-numbered in red.
- White, canary, pink.
- 4 receipts per page.

**CTM-138NC****SIZE:** 8 1/2" x 11"**# OF PARTS:** 2 or 3**MIN ORDER QTY:** 1,200 receipts*Available with dealer imprint only.*

- Part 1 is 6" wide.
- Part 2 is 6" wide on 3-part version only.
- 2 part: white, canary.
- 3 part: white, pink, canary.
- 4 receipts per page.
- Also available in French, item CTM-138FNC.

## Cash Receipts

### ERA® Cash Receipt



#### ERALZR-CRDN

**SIZE:** 8 1/2" x 11"

**# OF PARTS:** 1

**PACKAGE QTY:** 200

**MIN ORDER QTY:** 200

*Available with dealer imprint.*

- Double-stacked cash receipt.
- 2 hole punched at top and bottom of form.
- Perforation at center of form.
- Also available blank with blue and red screened background, item ERA-LZR-C.

### ERA Cash Receipt



#### ERA-LZR-CRN

**SIZE:** 8 1/2" x 11"

**# OF PARTS:** 1

**PACKAGE QTY:** 200

**MIN ORDER QTY:** 200

*Available with dealer imprint.*

- 2 hole punched at bottom of form.

### Cash Receipt Journal



#### CTM-1301GN

**SIZE:** 11" x 13 3/4"

**# OF PARTS:** 1

**PACKAGE QTY:** 100

**MIN ORDER QTY:** 100

*Available with dealer imprint.*

- Designed for Receipt Rite System.
- Green tint ledger.
- 2 hole punched at top of form.
- Compatible with post storage binder, item BPS-1114; posting board, item RL-500-A; and cash receipt journal, item CTM-508.
- Also available in gold tint ledger, item CTM-1301.

### Pegboard Cash Receipt



#### CTM-508

**SIZE:** 6 1/2" x 2 13/16"

**# OF PARTS:** 2 or 3

**PACKAGE QTY:** 100

**MIN ORDER QTY:** 100

*Available with dealer imprint.*

- Pre-numbered in red.
- Pegboard punched.
- 2 part: white, canary.
- 3 part: white, canary, pink.
- Compatible with cash receipt journal, item CTM-1301GN, and posting board, item RL-500-A.

## Cash Receipts

**Cash Receipts** **customize**

Design your own cash receipts that work best for your business.

Contact your Reynolds Document Services Consultant to learn about our cash receipt options.

**In search of cash receipts that are compatible with your DMS?**

We understand how to make documents work for you. Reynolds Document Services provides forms and products created for dealerships using various systems, including:

- **CDK Global®**
- **PBS®**
- **Quorum®**
- **Serti®**
- **and more!**

Enjoy the convenience of a **local sales representative**, and take advantage of Reynolds' **70-plus** years of experience in the automotive industry. Contact your Reynolds Document Services Consultant to learn more about cash receipts designed for your DMS.



## Accounts Receivable Statements

### ERA® Accounts Receivable Open Item Statement

The form is titled 'STATEMENT' and 'STATEMENT REMITTANCE'. It includes a vertical perforation line for a remittance stub. The form is divided into two main sections: 'STATEMENT' on the left and 'STATEMENT REMITTANCE' on the right. The 'STATEMENT' section contains a table with columns for 'DATE', 'PARTS', 'AMOUNT', 'REMARKS', and 'BALANCE DUE'. The 'STATEMENT REMITTANCE' section contains a table with columns for 'DATE', 'PARTS', 'AMOUNT', and 'BALANCE DUE'. The form is designed for a vertical perforation line for a remittance stub 3 1/8" from the right of the form.

#### ELC-AR2

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Vertical perforation for remittance stub 3 1/8" from right of form.

### Need immediate assistance?

Reynolds Document Services customer service representatives are just a phone call away, and online ordering is available 24 hours a day at [www.ReySource.com](http://www.ReySource.com).

## Need accounts receivable statements for your DMS?

Preprinted forms from Reynolds Document Services can help your dealership save on printer supplies, whether you print from:

- CDK Global®
- PBS®
- Quorum®
- Serti®
- and more!

With consultants nationwide and printing and warehousing facilities owned and operated by Reynolds, we deliver quality from ordering through production. Contact your Reynolds Document Services Consultant to learn more about accounts receivable statements designed for you.

The image shows two examples of accounts receivable statements. The top one is for 'Hasilki Chrysler' and the bottom one is for 'Jamestown Chrysler Dodge Jeep Ram'. Both forms include a 'STATEMENT' section on the left and a 'STATEMENT REMITTANCE' section on the right. The 'Jamestown' form features a large image of a car. The forms are designed for a vertical perforation line for a remittance stub.



## Accounts Receivable Statements

Accounts Receivable Statements **CUSTOMIZE**

The image displays three overlapping sample Accounts Receivable Statements. The topmost statement is from Ocelot GMC • Buick, featuring a large illustration of a dealership building and a sign. It includes a 'STATEMENT REMITTANCE' section with a 'TIGER TESTED CUSTOMER APPROVED' stamp. The middle statement is from Hasilki Chrysler, showing a 'REMITTANCE STUB' and a 'STATEMENT' section. The bottom statement is partially visible, showing a 'TOTAL' section. Each statement includes fields for date, invoice number, amount, and a table for line items with columns for date, source, invoice, reference, description, and amount.

Create your own accounts receivable statements using full-colour printing to make your brand stand out and highlight important areas.

Contact your Reynolds Document Services Consultant to learn more.

## Vehicle Invoices

## New Vehicle Invoice

The New Vehicle Invoice form (DSA-121) is a detailed document for recording vehicle sales. It includes sections for 'VEHICLE INVOICE' with fields for year, make, model, stock number, and VIN. It also has a 'SALESMAN' section, 'INSURANCE COVERAGE INCLUDES' section, and a 'TOTAL CASH PRICE' section. The form is designed with a grid layout for easy data entry and includes a 'TOTAL' section at the bottom right.

**DSA-121**

SIZE: 11 3/4" x 8 1/2"

# OF PARTS: 2

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Designed for GM dealers.
- 2 hole punched at left of form.
- White, canary.
- Compatible with post binder, item BPE-811.

## Universal Vehicle Invoice

The Universal Vehicle Invoice form (SA-131) is a standard form for recording vehicle sales. It includes sections for 'VEHICLE INVOICE' with fields for year, make, model, stock number, and VIN. It also has a 'SALESMAN' section, 'INSURANCE COVERAGE INCLUDES' section, and a 'TOTAL CASH PRICE' section. The form is designed with a grid layout for easy data entry and includes a 'TOTAL' section at the bottom right.

**SA-131**

SIZE: 10" x 7 7/8"

# OF PARTS: 2

PACKAGE QTY: 50

MIN ORDER QTY: 50

Available with dealer imprint.

- Pre-numbered in red.
- 4 hole punched at left of form.
- White, canary.
- Compatible with post binder, item BPE-88, and storeaway binder, item RS-4806-B.

## Accounts Payable Voucher Jackets



### Accounts Payable Voucher Jacket

#### RL-1650

**SIZE:** 12" x 9 3/8";  
includes 3/8" top tab

**PACKAGE QTY:** 125

**MIN ORDER QTY:** 250

*Available with dealer imprint.*

- Available blank in buff, green, mint, or white.
- Available preprinted in buff, green, or orchid.
- Heavy stock version available, item RL-1650-HS.
- Expandable up to 1" version available, item RL-1650-E.
- Buff jacket also available in French, item RL-1650-F.

### Accounts Payable Voucher Jacket

#### CTM-650

**SIZE:** 12" x 9 3/8";  
includes 3/8" top tab

**PACKAGE QTY:** 250

**MIN ORDER QTY:** 250

- Buff stock.
- Also available in French, item CTM-650-F.

**Many Reynolds forms are available in French.**

Contact your Reynolds Document Services Consultant to learn more.

## General Journal Vouchers

## General Journal Voucher

**VIM-7221**

SIZE: 11" x 8 1/2"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- 2 hole punched at left of form.
- Compatible with post binder, item BPE-811.
- Also available in French, item VIM-7221-F.

## ERA® General Journal Voucher

**ERA-7221**

SIZE: 11" x 8 1/2"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- 2 hole punched at left of form.
- Compatible with post binder, item BPE-811.

## General Journal Voucher

**CTM-153-L**

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- 2 hole punched at bottom of form.
- Compatible with post binder, item BPE-811.
- Also available in French, item CTM-153LDTF.

## General Journal Voucher

**FCMA-153-L**

SIZE: 11" x 8 1/2"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Designed for Ford dealerships.
- 2 hole punched at right of form.
- Compatible with post binder, item BPE-811.

## Deal Jackets

### Basic Deal Jacket

A white Basic Deal Jacket form with a top tab. The form contains fields for 'To', 'From', 'Date', 'Time', 'Place', 'Subject', 'Remarks', 'Comments', and 'Signature'. It also has checkboxes for 'All in One', 'Split', and 'Personal'.

white

#### SA-1221

##### SIZE:

White: 15" x 9"

All other colours: 12" x 9 3/8"; includes 3/8" top tab

PACKAGE QTY: 125

MIN ORDER QTY: 125

Available with dealer imprint.

- Available in blue, green, grey, lemon, magenta, mango, mint, orchid, orange, pink, sky blue, turquoise, or white.
- Coloured jackets available in 32# stock, white jacket available in 28# white wove.
- All stock colours also available blank for customization.
- Expandable up to 1" versions available preprinted, item SA-1221-E, or blank, item SA-1221-EP.
- White jacket also available in French, item SA-1221-F.

Four coloured Basic Deal Jacket forms: blue, green, grey, and lemon. Each form has the same layout as the white one, with fields for 'To', 'From', 'Date', 'Time', 'Place', 'Subject', 'Remarks', 'Comments', and 'Signature', and checkboxes for 'All in One', 'Split', and 'Personal'.

blue

green

grey

lemon

Four coloured Basic Deal Jacket forms: magenta, mango, mint, and orchid. Each form has the same layout as the white one, with fields for 'To', 'From', 'Date', 'Time', 'Place', 'Subject', 'Remarks', 'Comments', and 'Signature', and checkboxes for 'All in One', 'Split', and 'Personal'.

magenta

mango

mint

orchid

Four coloured Basic Deal Jacket forms: orange, pink, sky blue, and turquoise. Each form has the same layout as the white one, with fields for 'To', 'From', 'Date', 'Time', 'Place', 'Subject', 'Remarks', 'Comments', and 'Signature', and checkboxes for 'All in One', 'Split', and 'Personal'.

orange

pink

sky blue

turquoise

### Vehicle Deal Jacket

#### 237

SIZE: 12" x 9";  
includes 3/8" top tab

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- 80# manila stock.
- Available with top stripe printed in blue, green, or red ink, or without top stripe in black ink.
- 125# heavy stock version of all colours also available, item 237-HS.

Four Vehicle Deal Jacket forms in blue, green, red, and orange. Each form has a top stripe and a detailed layout with fields for 'STOCK NO.', 'To', 'From', 'Date', 'Time', 'Place', 'Subject', 'Remarks', 'Comments', and 'Signature'. It also includes checkboxes for 'All in One', 'Split', and 'Personal'.



## Deal Jackets

## Car Deal Envelope



Year \_\_\_\_\_ Stock No. \_\_\_\_\_ Sold To \_\_\_\_\_  
 Make \_\_\_\_\_ Date Sold \_\_\_\_\_ Address \_\_\_\_\_  
 Serial No. \_\_\_\_\_ Invoice No. \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Motor No. \_\_\_\_\_  
 Date Of Purchase \_\_\_\_\_ ☐ Bill of Sale  
 Purchased From \_\_\_\_\_ ☐ Financial Contract  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 License No. \_\_\_\_\_  
 Purchaser \_\_\_\_\_

## SA-1220

SIZE: 12" × 9 3/8"; includes 3/8" top tab

PACKAGE QTY: 125

MIN ORDER QTY: 125

- 32# kraft stock.
- Also available in French, item SA-1220-F.

## Inventory and Sale Jacket



VEHICLE BUY & SALE  
 VEHICLE BUY & SALE  
 VEHICLE BUY & SALE

## 338

SIZE: 12" × 9"

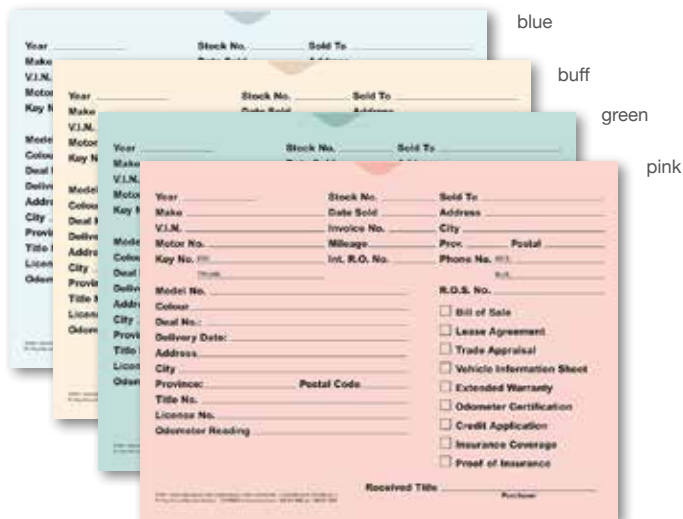
PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- 32# manila stock with thumbcut.
- Available with no top stripe, blue top stripe, or red top stripe.
- Available in 125# heavy stock that includes a 3/8" tab, item 338-HS.

## Vehicle Deal Jacket



blue  
buff  
green  
pink

Year \_\_\_\_\_ Stock No. \_\_\_\_\_ Sold To \_\_\_\_\_  
 Make \_\_\_\_\_ Date Sold \_\_\_\_\_ Address \_\_\_\_\_  
 V.I.N. \_\_\_\_\_ Invoice No. \_\_\_\_\_ City \_\_\_\_\_  
 Motor No. \_\_\_\_\_ Mileage \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Key No. \_\_\_\_\_ Int. R.O. No. \_\_\_\_\_  
 Model No. \_\_\_\_\_ R.O.S. No. \_\_\_\_\_  
 Colour \_\_\_\_\_ ☐ Bill of Sale  
 Deal No. \_\_\_\_\_ ☐ Lease Agreement  
 Delivery Date: \_\_\_\_\_ ☐ Trade Appraisal  
 Address \_\_\_\_\_ ☐ Vehicle Information Sheet  
 City \_\_\_\_\_ ☐ Extended Warranty  
 Province \_\_\_\_\_ ☐ Odometer Certification  
 Title No. \_\_\_\_\_ ☐ Credit Application  
 License No. \_\_\_\_\_ ☐ Insurance Coverage  
 Odometer Reading \_\_\_\_\_ ☐ Proof of Insurance  
 Received Title \_\_\_\_\_ Purchaser \_\_\_\_\_

## 1-DSA-546

SIZE: 12" × 9"

PACKAGE QTY: 100

MIN ORDER QTY: 100

- 32# kraft stock with thumbcut.
- Available in blue, buff, green, or pink stock.
- All colours available blank for customization.

## ERA® Deal Jacket



## ERA-121

SIZE: 11 3/4" × 9 3/8"; includes 3/8" top tab

PACKAGE QTY: 125

MIN ORDER QTY: 125

Available with dealer imprint.

- 32# manila stock printed with top stripe in black, blue, green, or red ink, or without top stripe in blue ink.
- All colours also available in heavy 90# buff stock.
- Compatible with deal jacket label, item 500-215-1.

## Deal Jacket Labels

### ERA® Mailing Label / Deal Jacket Label



**500-215-1**

**SIZE:** 5" x 2 15/16"

**# OF PARTS:** 1

**PACKAGE QTY:** 2,500 labels

**MIN ORDER QTY:** 2,500 labels

- Continuous label.
- Compatible with deal jacket, item ERA-121, and ColorFile® deal jacket, RF-1220-ERA.

### Vehicle Deal Label



**CTM-168**

**SIZE:** 3 5/8" x 4 5/8"

**# OF PARTS:** 2

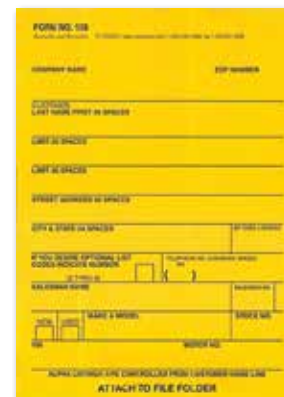
**PACKAGE QTY:** 100

**MIN ORDER QTY:** 100

*Available with dealer imprint.*

- Horizontal perforation 1 3/8" from top of part 1 only.
- White, blue.
- Also available in French, item CTM-168-F.

### Deal Jacket Label



**168**

**SIZE:** 3 5/16" x 4 5/8"

**# OF PARTS:** 1

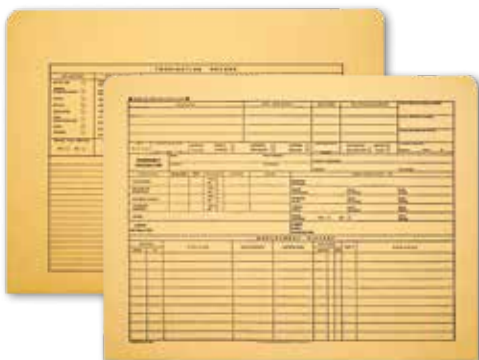
**PACKAGE QTY:** 100

**MIN ORDER QTY:** 100

- Self-adhesive label.

## Human Resources Products

### Personnel File Jacket



**FILE-201**

**SIZE:** 11 3/4" x 9 1/4"

**PACKAGE QTY:** 125

**MIN ORDER QTY:** 125

*Available with dealer imprint.*

- 32# kraft stock.

### Personnel Envelope



**PSL-100**

**SIZE:** 12" x 9 3/8";

includes 3/8" top tab

**PACKAGE QTY:** 100

**MIN ORDER QTY:** 100

- 32# kraft stock.

**Create your own custom employment application that fits your needs.**

Contact your Reynolds Document Services Consultant to learn more.

<b>DAILY TIME CARD</b>			
<b>No.</b> _____	<b>DATE</b> _____		
<b>NAME</b> _____			
JOB No.	Time	Clock Time Record	
		OFF	
		ON	
		OFF	
		ON	
		OFF	
		ON	
		OFF	
		ON	
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		ON	

FORM NO. 9-54      PRINTED AT THE BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF COMMERCE

DA-53

**SIZE:** 4 1/4" x 8 1/2"

# OF PARTS: 1

**PACKAGE QTY: 500**

**MIN ORDER QTY: 500**

- Designed to capture hours on a weekly basis.

NAME		REGULAR TIME	
EXTENDED TIME			
1st Day	2nd Day	3rd Day	4th Day
5th Day	6th Day	7th Day	
TOTAL		TOTAL	

TC-292

**SIZE:** 3 <sup>7</sup>/<sub>16</sub>" × 8 <sup>3</sup>/<sub>4</sub>"

# OF PARTS: 1

**PACKAGE QTY: 500**

**MIN ORDER QTY: 500**

*Available with dealer imprint.*

- Designed to capture hours on a weekly basis.

[illegible]

RL-92

**SIZE:** 3 1/2" x 10 1/2"

# OF PARTS: 1

PACKAGE QTY: 250

**MIN ORDER QTY: 250**

- Designed to capture hours on a bi-weekly basis.

**WEEKLY TIME SHEET**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

POSITION \_\_\_\_\_

The following is a true statement of hours worked for \_\_\_\_\_ (employee)

during the week beginning \_\_\_\_\_ (starting date)

	HOURS WORKED AS SHOWN										TOTAL REG. HOURS	TOTAL OT HOURS
	MORNING		AFTERNOON		EVENING		NIGHT		TOTAL			
	START	STOP	START	STOP	START	STOP	START	STOP	START	STOP		
MONDAY												
TUESDAY												
WEDNESDAY												
THURSDAY												
FRIDAY												
SATURDAY												
SUNDAY												
TOTAL FOR WEEK												

(Signature of \_\_\_\_\_)

RL-407

**SIZE:** 8 <sup>7</sup>/<sub>16</sub>" x 5 <sup>7</sup>/<sub>16</sub>"

# OF PARTS: 1

**PACKAGE QTY: 250**

MIN ORDER QTY: 250

- Designed to capture morning, afternoon, and overtime hours in one week.
- Separate total for regular and overtime hours.

***Time tickets are available on pages 88–89 of the Service section.***

## Lexmark™ Printer Consumables

Reynolds Document Services is proud to provide a wide variety of Lexmark printer consumables. We offer three toner cartridge options: Lexmark OEM cartridges, Lexmark remanufactured cartridges, and Reynolds branded compatible cartridges. In addition, Reynolds offers a wide range of imaging units and waste toner bottles to be your one-stop printing provider.

Our most popular Lexmark printer model supplies are listed below. Additional options are available. For more information about printer consumables that fit your business, contact your Reynolds Document Services Consultant.



Popular Printer Models	Lexmark OEM Cartridges		Lexmark Remanufactured Cartridges	
	Item #	Description	Item #	Description
MS711 / MS811 / MS812 only	LEX52D1X00	521X Extra High Yield (45K)	LEX52D1X0E	521XE Lexmark Remanufactured Extra High Yield (45K)
MS710 / MS711 MS810 / MS811 / MS812	LEX52D1H00	521H High Yield (25K)	LEX52D1H0E	521HE Lexmark Remanufactured High Yield (25K)
	LEX52D1000	521 Standard Yield (6K)		
T654 / T656 only	LEXT654X11A	Extra High Yield (36K)	LEXT654X80G	Lexmark Remanufactured Extra High Yield (36K)
T650 / T652 / T654 / T656	LEXT650H11A	High Yield (25K)	LEXT650H80G	Lexmark Remanufactured High Yield (25K)
	LEXT650A11A	Low Yield (7K)		
MS510 / MS610 only	LEX50F1U00	501U Ultra High Yield (20K)	LEX50F1U0E	501U Lexmark Remanufactured Ultra High Yield (20K)
MS410 / MS510 MS610 only	LEX50F1X00	501X Extra High Yield (10K)	LEX50F1X0E	501X Lexmark Remanufactured Extra High Yield (10K)
MS310 / MS410 / MS510 MS610	LEX50F1H00	501H High Yield (5K)	LEX50F1H0E	501H Lexmark Remanufactured High Yield (5K)
	LEX50F1000	501 Standard Yield (1.5K)		

### Lexmark Colour Toner Cartridges

Popular Printer Models	Item #	Description
C734	LEXC734A1KG	Black (8K)
	LEXC734A1CG	Cyan (6K)
	LEXC734A1MG	Magenta (6K)
	LEXC734A1YG	Yellow (6K)
C746 / C748	LEXC746H1KG	Black (12K)
	LEXC746A1CG	Cyan (7K)
	LEXC746A1MG	Magenta (7K)
	LEXC746A1YG	Yellow (7K)
C748 only	LEXC748H1CG	Cyan (10K)
	LEXC748H1MG	Magenta (10K)
	LEXC748H1YG	Yellow (10K)
CS310 / CS410 / CS510	LEX70C1HK0	701HK Black (4K)
	LEX70C1HC0	701HC Cyan (3K)
	LEX70C1HM0	701HM Magenta (3K)
	LEX70C1HY0	701HY Yellow (3K)
CS510 only	LEX70C1XK0	701XK Black (8K)
	LEX70C1XC0	701XC Cyan (4K)
	LEX70C1XM0	701XM Magenta (4K)
	LEX70C1XY0	701XY Yellow (4K)





## Lexmark™ Printer Consumables

## Reynolds Branded Toner Cartridges

Popular Printer Models	Item #	Description
T650 / T652 / T654 / T656	RR650H80G	Reynolds Remanufactured (25K)
<b>Optra T:</b> T610n, T612n, T614n, T616n	RR12A5140	Reynolds Remanufactured (25K)
<b>Optra S:</b> S1250, S1255, S1650	RR12A0150	Reynolds Remanufactured (17.6K)
T620 / T622 / X620e	RR12A6160	Reynolds Remanufactured (30K)
T632 / T634 only	RR12A7610	Reynolds Remanufactured (32K)
T630 / T632 / T634	RR12A7612	Reynolds Remanufactured (21K)
T644 only	RR64480XW	Reynolds Remanufactured (32K)
T640 / T642 / T644	RR64080HW	Reynolds Remanufactured (21K)



## Lexmark Supplies

Popular Printer Models	Item #	Description
MS710 / MS711 / MS810 / MS811 / MS812	LEX52D0Z00	520Z Imaging Unit (100K)
MS310 / MS410 / MS510 / MS610	LEX50F0Z00	500Z Imaging Unit (60K)
C734 / C746 / C748	LEXC734X20G	Photoconductor (20K)
	LEXC734X24G	Photoconductor (4 Pack)
CS310 / CS410 / CS510	LEX70C0Z10	700Z1 Black Imaging Kit
	LEX70C0Z50	700Z5 Black and Colour Imaging Kit

Additional Lexmark consumables are available. Contact your Reynolds Document Services Consultant for a one-stop solution to all of your printing needs.

***Turn the page for additional printer brand options.***

### Printer Consumables

#### OKI Data™ Pacemark 3410 Printer Ribbon



##### AZ-OKI52105801

- High-yield black nylon ribbon for use with OKI Data Pacemark 3410 printer.
- Easy to load and remove with an average 7.5 million character life.

#### OKI Data ML320 / 321 Printer Ribbon



##### OKI52102001

- For use with Oki Microline® printer models.
- Self-inking.
- Approximately 3 million characters per ribbon.

#### OKI Data ML8480 FB Printer Ribbon



##### OKI-41708209

- For use in OKI Data ML8480 Flatbed printers.
- Approximately 6 million characters per ribbon.
- Auto skew correction and auto sensing printheads ensure documents are properly positioned.

#### AMT Accel 535 / 5350 / 6350 Printer Ribbon



##### AMT-5350R

- For use with AMT Accel 535, 5350, and 6350 printer models.

***Reynolds offers toner cartridges, ribbons, and computer supplies for all major equipment manufacturers, including:***

Apple®

Brother®

Canon™

Epson®

Fujitsu®

Genicom®

Hewlett Packard®

IBM®

Imation®

Konica-Minolta™

Lanier®

Lexmark™

NEC®

OKI Data™

Panasonic™

Ricoh™

Sharp®

Texas Instruments™

Xerox®

***and more!***

*Contact your Reynolds Document Services Consultant to order supplies for your printer systems.*

## Vehicle Bar Coding Consumables

**Monarch® 9416****Vehicle Bar Code Ribbon and Label Kit****VBCL-9416-X**

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

- Designed for Reynolds vehicle bar code application.
- Kit contains 1,000 labels and 1 ribbon for the Monarch 9416 series thermal printers.

**Vehicle Bar Code Labels****VBCL-9416-WL**

SIZE: 4" x 4"

PACKAGE QTY: 1

MIN ORDER QTY: 1

- White labels designed for Monarch 9416 series thermal printers.
- Includes one 4" x 2 3/4" label and two 1 1/4" x 1 11/16" labels.
- 500 labels per roll.

**Vehicle Bar Code Ribbon****VBCL-9416-R**

PACKAGE QTY: 1

MIN ORDER QTY: 1

- Designed for Monarch 9416 series thermal printers.
- Compatible with bar code label, item VBCL-9416-WL.

**Vehicle Bar Code Ribbon****VBCL-9416-HR**

PACKAGE QTY: 1

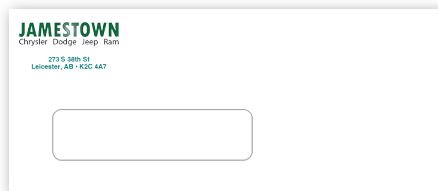
MIN ORDER QTY: 1

- Designed for Monarch 9416 series thermal printers.
- Wax resin hybrid ribbon; designed to withstand temperatures of more than 65 degrees Celsius.
- Compatible with bar code label, item VBCL-9416-WL.

**Stock tags and inventory records are available on pages 44–46 of the Sales section.**

## Stationery

### #9 Single Window Envelope



#### RL-4637

SIZE: 8 7/8" x 3 7/8"

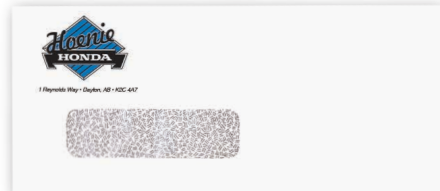
PACKAGE QTY: 500

MIN ORDER QTY: 500

Available with dealer imprint.

- 24# white wove.
- Diagonal seam.
- Window: 4" x 1"; 1" from left; 3/4" from bottom.
- No inside tint.

### #9 Single Window Envelope



#### RL-4655

SIZE: 8 7/8" x 3 7/8"

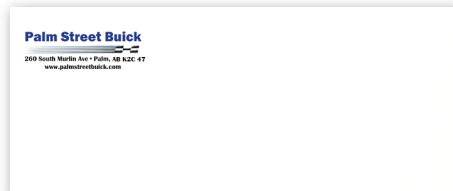
PACKAGE QTY: 500

MIN ORDER QTY: 500

Available with dealer imprint.

- Designed for ERA® laser cheques.
- 24# white wove.
- Side seam.
- Window: 3 9/16" x 1"; 1 1/8" from left; 1 3/16" from bottom.
- Grey inside tint.

### #10 Envelope



#### RL-4650

SIZE: 9 1/2" x 4 1/8"

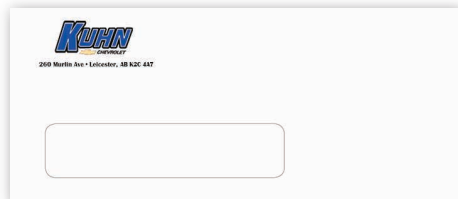
PACKAGE QTY: 500

MIN ORDER QTY: 500

Available with dealer imprint.

- 24# white wove.
- Diagonal seam.
- Compatible with letterhead, item RL-4600.
- No inside tint.

### #10 Single Window Envelope



#### RL-4651

SIZE: 9 1/2" x 4 1/8"

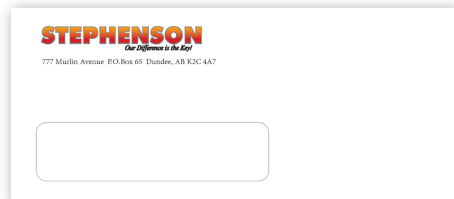
PACKAGE QTY: 500

MIN ORDER QTY: 500

Available with dealer imprint.

- 24# white wove.
- Diagonal seam.
- Window: 5" x 1 1/8"; 3/4" from left; 1/2" from bottom.
- No inside tint.

### #10 Single Window Envelope



#### RL-4652

SIZE: 9 1/2" x 4 1/8"

PACKAGE QTY: 500

MIN ORDER QTY: 500

Available with dealer imprint.

- 24# white wove.
- Diagonal seam.
- Window: 4 1/2" x 1 1/8"; 7/8" from left; 1/2" from bottom.
- No inside tint.

### Licence Plate Envelope



#### LPE-910903

SIZE: 6 1/2" x 13"

PACKAGE QTY: 250

MIN ORDER QTY: 250

Available with dealer imprint.

- 28# buff kraft.
- Self-adhesive latex seal.



## Stationery

## Letterhead Envelope Combo

## LEC

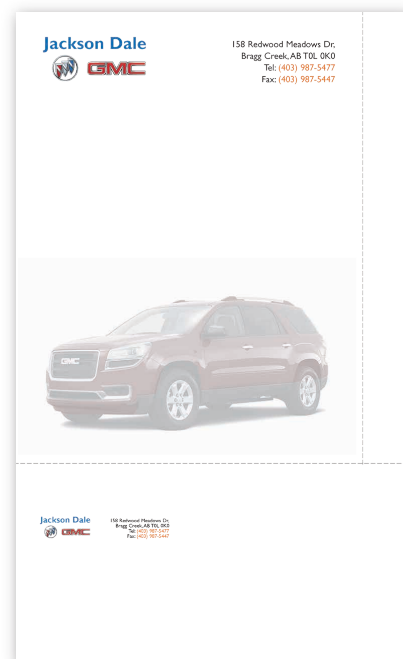
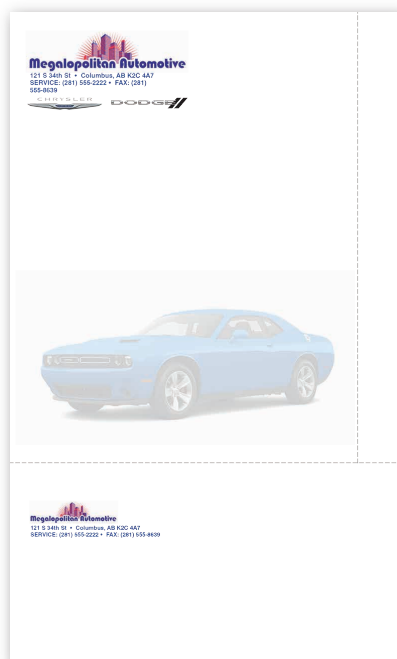
SIZE: 8 1/2" x 17 5/8"

PACKAGE QTY: 125

MIN ORDER QTY: 1,000

*Available with dealer imprint.*

- Combination stock; letterhead and envelope print in one pass.
- Compatible with Reynolds IFP and Contact Management.
- Designed for use with Lexmark™ MS810 printers.
- Free printer accessory kit with your first order.



## Letterhead

## RL-4600

SIZE: 8 1/2" x 11"

# OF PARTS: 1

MIN ORDER QTY: 500

*Available with dealer imprint only.*

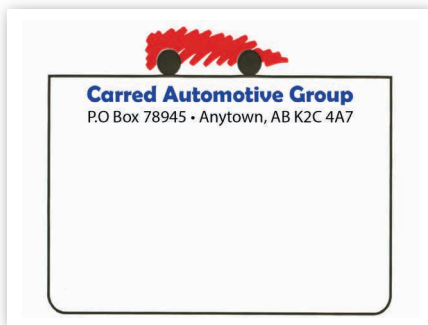
- 20# Mohawk Via 25% cotton.
- Light cockle finish.
- Customize your stationery by adding your company logo or other artwork.
- Compatible with envelope, item RL-4650.

***More stationery options are available.***

Contact your Reynolds Document Services Consultant  
for letterhead and envelopes that meet your needs.

## Mailing Labels/Stamps

### Mailing Labels **customize**



**9075 | 9076 | 9077 | 9078**

**SIZE:** 3" x 2" | 2 1/2" x 1 1/2" | 5" x 3 15/16" | 3 7/8" x 2 7/8"

**PACKAGE QTY:** 500

**MIN ORDER QTY:** 500

- Fluorescent stock available in green, orange, pink, red, or yellow.
- Non-fluorescent stock available in brown kraft, gold foil, silver foil, white gloss, or white matte.
- Choose from 23 different ink colour options.

### Self-Inking Stamps **customize**



Stamps are available in a wide variety of styles and slogans, including customized versions. Design a stamp to fit your business needs.

Contact your Reynolds Document Services Consultant to learn more.

## Name Badges/Business Cards

### Name Badges



Ensure your team is easily identified with personalized name badges. Choose from a variety of styles, including laser engraved metal and full-colour badges.

### Business Cards



Reynolds business cards are available in a variety of sizes, shapes, and card stocks. We offer many options to suit your needs with convenient online ordering and proofing.

## Related Products

### CRS Postcards



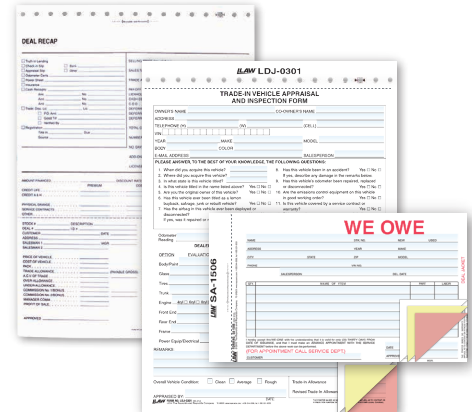
See Page 9  
Marketing & Branding

### Promotional Products



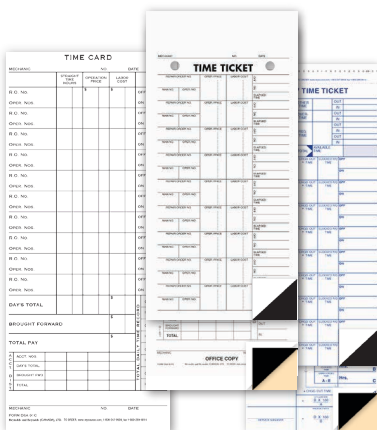
See Pages 17–21  
Marketing & Branding

### Ancillary Forms



See Pages 56–58  
F&I Management

### Time Tickets



See Pages 88–89  
Service Department

### ColorFile® Folders and Labels



See Pages 104–111  
Service Department

### ColorFile Shelving



See Pages 112–113  
Service Department

## Early Bird/Nite Owl®

## Wall Unit for Early Bird/Nite Owl Drop-Offs



## EARLY-1

**SIZE:** 16 3/4" W x 18 1/2" H x 3 5/8" D

**MIN ORDER QTY: 1**

- Constructed of heavy-gauge steel and finished in black, baked-on enamel with an eye-catching, colourful decal on the face.
- Spring-loaded magnetic latch tightly closes to protect envelopes and to provide a dry, clean writing surface.
- All necessary hardware included to install on a frame or masonry wall.
- Optional mail chute available for service door mounting, item EARLY-11.

## Self-Contained Night Drop Box



## ASDA-7320

**SIZE:** 15" W x 25 ¼" H x 12" D

**MIN ORDER QTY: 1**

- Durable, black steel drop box with white lettering.
- Mount on a wall or on a pedestal.
- Includes anti-theft plate to protect keys when door is open and tamper-proof front master lock.
- Compatible with 24" tall pedestal, item ASDA-7321, and 36" tall pedestal, item ASDA-7322.

## Early Bird/Nite Owl Envelope

[illegible]

## EBE-6597

**SIZE:** 6 1/2" x 9 1/2"

PACKAGE QTY: 125

**MIN ORDER QTY: 125**

Available with dealer imprint.

- Dry gum adhesive.
- Imprint orders have a minimum order quantity of 250.
- Includes 20 point checklist with option of kilometre based service, monthly maintenance service, safety inspection, and space for more detailed work.
- Also available in French, item EBE-6597-F, and for Ontario, item EBE-6597ON.



## Early Bird/Nite Owl®

### Early Bird/Nite Owl Envelope Holder



#### EARLY-10

SIZE: 10 ½" W × 11" H × 4 ¼" D

MIN ORDER QTY: 1

- Constructed of heavy-duty plastic with aluminum back plate for mounting.

### Early Bird/Nite Owl Mail Chute



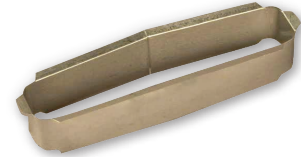
#### EARLY-11

SIZE: 10" × 2 ⅞"

MIN ORDER QTY: 1

- Heavy-duty aluminum lid covers mail chute opening for Early Bird/Nite Owl envelopes.

### Early Bird/Nite Owl Mail Drop Liner



#### EARLY-12

SIZE: 8 ½" W × 2" H × 1 ⅞" D

MIN ORDER QTY: 1

- Aluminum mail drop liner installs at center of door to prevent envelopes from dropping inside door.

### Early Bird/Nite Owl Kit



#### EARLY-1-X

MIN ORDER QTY: 1

- Kit contains 1 wall unit, 500 Early Bird/Nite Owl envelopes, 1,000 yellow key tags, 5 permanent marking pens, and 1,000 promotional postcards.
- All items also available separately: wall unit, item EARLY-1; envelopes, item EBE-6597; key tags, item KRV-98-Y; pens, item CPG-30-SC-UF; and postcards, item SSP-400.

## Early Bird/Nite Owl®

### Self-Adhesive Envelope

#### CUSTOMIZE

EBE6598CUST

SIZE: 6 1/2" x 9 1/2"

MIN ORDER QTY: 250

- Create your own Early Bird/Nite Owl envelope to match your dealership's specifications.
- Includes peel and stick adhesive on envelope.

### Dry Gum Envelope

#### CUSTOMIZE

EBE6599CUST

SIZE: 6 1/2" x 9 1/2"

MIN ORDER QTY: 250

- Create your own Early Bird/Nite Owl envelope to match your dealership's specifications.
- Includes dry gum adhesive on envelope.

## Direct Mail

Reach the right audience

Reynolds' data-driven direct mail is precisely segmented to reach the right targets, generating results for your service department.

Turn to pages 2-5 for more details about direct mail, and contact your Reynolds Document Services Consultant to start planning your next mailing.

## Service Key Tags

### Vinyl Arrow Key Tags



#### KRV-98 | VT275

SIZE:  $\frac{3}{4}$ "  $\times$  4  $\frac{1}{2}$ "

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

- Available in white or yellow, item KRV-98.
- Available in red, orange, green, or blue, item VT275.

### Service Key Tag

KT-110 REYNOLDS & REYNOLDS (CANADA) LTD.  
TELEPHONE 1-800-247-9934 OR FAX AT 1-800-289-4814

**YEAR** \_\_\_\_\_

**WORK ORDER**

**CUSTOMER** \_\_\_\_\_

**MAKE** \_\_\_\_\_

**MODEL** \_\_\_\_\_

**PLATE** \_\_\_\_\_

**DEPARTMENT**

#### KT-110

SIZE: 1  $\frac{1}{2}$ "  $\times$  2  $\frac{5}{8}$ "

PACKAGE QTY: 250

MIN ORDER QTY: 250

- 80# white stock.

### Large Vinyl Arrow Key Tags



#### VT276

SIZE: 1  $\frac{3}{16}$ "  $\times$  5"

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

- Available in white or yellow.



**Additional key tag options  
are available on pages  
42-43 of the Sales section.**



## Dispatch/Route Sheets

### Dispatch Sheet

The form is titled "SERVICE DISPATCHER SYSTEM SHEET". It features a large grid with 64 rows and numerous columns for scheduling and tracking. The columns are organized into sections for different types of services and parts. At the bottom, there are sections for "SERVICE SCHEDULE" and "RECAP OF SALES".

#### DEA-60

SIZE: 23 7/8" x 18 5/16"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- 64 lines for scheduling.
- Padded; 50 forms per pad.

### Dispatch/Time Control Chart

#### CHY-9011

SIZE: 26" x 13 1/2"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

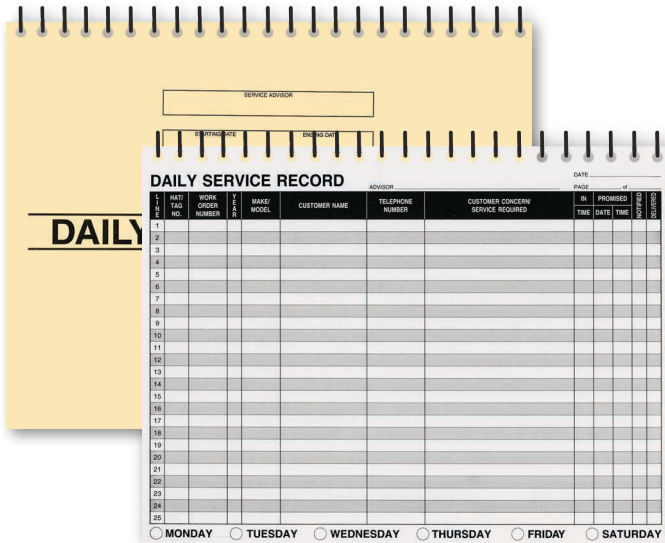
- Designed for Chrysler dealerships.
- 45 lines for scheduling.
- Includes area for service hours billed.

The form is titled "DISPATCHING & TIME CONTROL CHART". It features a large grid with 45 rows and numerous columns for scheduling and tracking. The columns are organized into sections for different types of services and parts. At the bottom, there is an "ANALYSIS" section with checkboxes for "REPAIR ORDERS WRITTEN", "REPAIR ORDERS COMPLETED", "NO SHOWS", and "CARRY OVERS".



## Dispatch/Route Sheets

### Daily Service Record Book



The image shows a spiral-bound notebook with a yellow cover. The cover has a "SERVICE ADVISOR" label and a "DAILY" label. The notebook is open to a page titled "DAILY SERVICE RECORD". The page has a header section with fields for "DATE", "PAGE", and "OF". Below the header is a table with columns: "DATE", "TIME", "CUSTOMER NAME", "TELEPHONE NUMBER", "CUSTOMER CONCERN/SERVICE REQUIRED", "IN", "PROPOSED", "TIME", "DATE", "TIME", "DATE", "TIME", "DATE". The table has 25 rows. At the bottom of the page, there are radio buttons for "MONDAY", "TUESDAY", "WEDNESDAY", "THURSDAY", "FRIDAY", and "SATURDAY".

**RL-98183-B**

SIZE: 11" x 8 1/2"

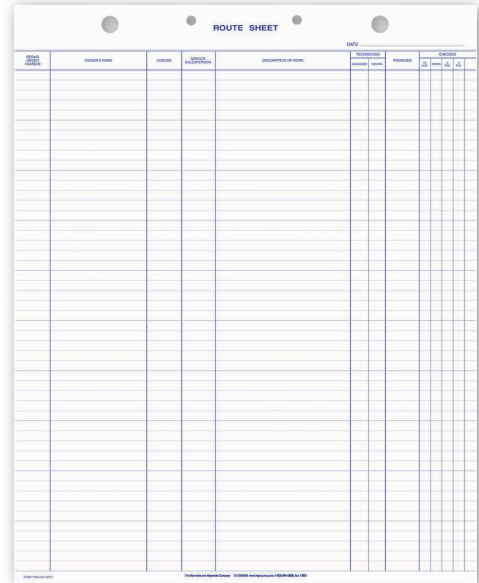
# OF PARTS: 1

PACKAGE QTY: 50

MIN ORDER QTY: 50

- 25 lines for scheduling.
- Details Monday through Saturday appointments.

### Route Sheet



The image shows a "ROUTE SHEET" form. It has a header section with fields for "DATE", "PAGE", and "OF". Below the header is a table with columns: "DATE", "TIME", "CUSTOMER NAME", "TELEPHONE NUMBER", "CUSTOMER CONCERN/SERVICE REQUIRED", "IN", "PROPOSED", "TIME", "DATE", "TIME", "DATE", "TIME", "DATE". The table has 25 rows. At the bottom of the page, there are radio buttons for "MONDAY", "TUESDAY", "WEDNESDAY", "THURSDAY", "FRIDAY", and "SATURDAY".

**DSA-547**

SIZE: 12" x 15"

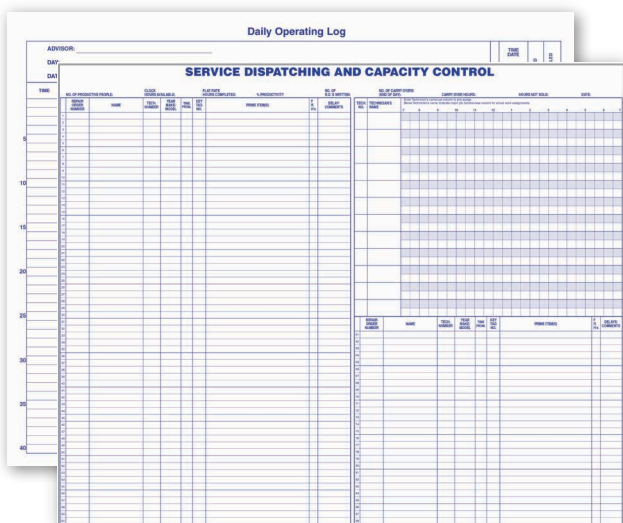
# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Up to 50 appointments per page.

### Dispatch/Route Sheets **CUSTOMIZE**



The image shows a "Daily Operating Log" form. It has a header section with fields for "DATE", "PAGE", and "OF". Below the header is a table with columns: "DATE", "TIME", "CUSTOMER NAME", "TELEPHONE NUMBER", "CUSTOMER CONCERN/SERVICE REQUIRED", "IN", "PROPOSED", "TIME", "DATE", "TIME", "DATE", "TIME", "DATE". The table has 25 rows. At the bottom of the page, there are radio buttons for "MONDAY", "TUESDAY", "WEDNESDAY", "THURSDAY", "FRIDAY", and "SATURDAY".

**97% of our customers—on any DMS—are satisfied with their relationship with Reynolds Document Services.**

Contact your local Reynolds Document Services Consultant to learn how we can meet your needs.

Design your own custom route sheet that works with your department's processes.

Contact your Reynolds Document Services Consultant to learn more about dispatch/route sheets.

## Daily Time Tickets

### DSA-39-PS

SIZE: 4 1/4" x 11 5/8"

# OF PARTS: 2 or 3

PACKAGE QTY:

2P: 250

3P: 500

MIN ORDER QTY: 500

- Self-adhesive labels.
- Carbon interleaved.
- 2 hole punched at top of form.
- Part 1 is 4 1/4" x 8 1/4".
- 2 part: white, buff tag.
- 3 part: white, white, buff tag.
- 9 flags.
- Also available in French, item DSA-39-PS-F.

### ACHO-200-PS

SIZE: 4 1/4" x 11 5/8"

# OF PARTS: 3

PACKAGE QTY: 250

MIN ORDER QTY: 500

- Self-adhesive labels.
- Carbon interleaved.
- 2 hole punched at top of form.
- Part 1 is 4 1/4" x 9".
- White, white, buff tag.
- 8 flags.
- Also available in French, item ACHO-200FPS. Package quantity of French item is 500.

### DSA-91

SIZE: 4 1/4" x 9"

# OF PARTS: 1

PACKAGE QTY: 500

MIN ORDER QTY: 500

- 10 flags.
- Also available in French, item DSA-91-F. Package quantity of French item is 250.

### RL-276-PS

SIZE: 4 1/4" x 12 1/2"

# OF PARTS: 3

PACKAGE QTY: 500

MIN ORDER QTY: 500

- Self-adhesive labels.
- Carbon interleaved.
- Part 1 is 4 1/4" x 9 7/8".
- White, white, buff tag.
- 9 flags.
- Also available in French, item RL-276-FPS. Package quantity of French item is 250.

## Daily Time Tickets

## Other Time Tickets Available

## Adhesive Flags

Item #	Size	# of Parts	# of Flags
ASC-301	4 1/4" x 11"	3	10
DUAS-139-PS	4 1/4" x 11 1/4"	3	11
FMC-39-PS	4 1/4" x 11 1/8"	3	9
MAZ-276-PS	4 1/4" x 12 1/2"	3	9
TO-39-PS	4 1/4" x 12"	3	9
TT-126	4 1/4" x 9 3/4"	3	12
TT-136	4 1/4" x 11"	3	10
TT-1508	4 1/4" x 11 1/8"	3	10
TT-3286	4 1/4" x 11"	3 or 4	10
TT-754	4 1/4" x 11 1/2"	2	8
TT-99204	4 1/4" x 11"	3	10

## Dry Gum Flags

Item #	Size	# of Parts	# of Flags
CA-32-D	4 1/2" x 7 3/8"	2	9
CA-32-T	4 1/2" x 7 3/8"	3	9
SA-136-C	4 1/4" x 11 1/8"	3	9
UAS-321	4 1/4" x 9 3/4"	2	12
UAS-321	4 1/4" x 9 3/4"	3	12
VO-3286	4 1/4" x 11 3/4"	3	9

Contact your Reynolds Document Services Consultant for images or samples of these products.

## Time Card/Time Ticket Racks

## Time Card/Time Ticket Rack

**ASP-7003**

SIZE: 5" W x 31 5/8" H x 1 3/4" D

MIN ORDER QTY: 1

- Grey steel.
- 25 pockets.

**Reynolds Document Services provides much more than documents.**

Ask your Reynolds Document Services Consultant how we can serve your marketing, retention, and promotional product needs.

**Time cards are available on page 73 of the Business Office section.**





## Inspections/Walk-Arounds

### Courtesy Visual Service Inspection Worksheet

#### DSC-FSC13

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 4

PACKAGE QTY: 125

MIN ORDER QTY: 250

- All parts are white.

### Honda Multi-Point Inspection Checklist

#### HAD-MPC

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 2

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Designed for Honda dealers.
- Full-colour on first page; black ink only on second page.
- White, canary.
- Available without image of car, item HAD-MPCWC.
- Also available for Honda Express Service dealers with image of car, item HAD-EXSMPC, and without image of car, item HAD-EXMSPCWC.

### Multi-Point Inspection Checklist

#### INSGAC2

SIZE: 11 3/4" x 8 1/2"

# OF PARTS: 3

MIN ORDER QTY: 500

Available with dealer imprint only.

- Can be used by Acura dealers.
- Full-colour on all pages.
- White, canary, pink.

### Vehicle Checkup

#### INSGNC

SIZE: 11 3/4" x 8 1/2"

# OF PARTS: 3

MIN ORDER QTY: 500

Available with dealer imprint only.

- Can be used by Chrysler dealers.
- Full-colour on all pages.
- White, canary, pink.
- Also available for Chrysler Express dealers, item INSGNCEX.

## Inspections/Walk-Arounds

### General Inspection

**VEHICLE INSPECTION SHEET**

Customer Name: \_\_\_\_\_ VIN: \_\_\_\_\_ Year/Model: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Repair Order #: \_\_\_\_\_

**VEHICLE INSPECTION**

**NEED IMMEDIATE ATTENTION**

**NEED FUTURE ATTENTION**

**VEHICLE PERFORMANCE**

**SAFETY AND TIRE**

**UNDER HOOD**

**UNDER VEHICLE**

**COMMENTS / ESTIMATES**

Customer Copy

### INSP-GEN

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 2

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Full-colour on first page; black ink only on second page.
- White, canary.

### Vehicle Report Card

**VEHICLE REPORT CARD**

Customer Name: \_\_\_\_\_ VIN: \_\_\_\_\_ Year/Model: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Repair Order #: \_\_\_\_\_

**VEHICLE INSPECTION**

**NEED IMMEDIATE ATTENTION**

**NEED FUTURE ATTENTION**

**VEHICLE PERFORMANCE**

**SAFETY AND TIRE**

**UNDER HOOD**

**UNDER VEHICLE**

**COMMENTS / ESTIMATES**

Customer Copy

### INSNGF

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 2

MIN ORDER QTY: 500

Available with dealer imprint only.

- Can be used by Ford dealers.
- Full-colour on all pages.
- White, canary.

### Vehicle Inspection Report

**VEHICLE INSPECTION REPORT**

Customer Name: \_\_\_\_\_ VIN: \_\_\_\_\_ Year/Model: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Repair Order #: \_\_\_\_\_

**VEHICLE INSPECTION**

**NEED IMMEDIATE ATTENTION**

**NEED FUTURE ATTENTION**

**VEHICLE PERFORMANCE**

**SAFETY AND TIRE**

**UNDER HOOD**

**UNDER VEHICLE**

**COMMENTS / ESTIMATES**

Customer Copy

### INSNGHY

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 2

MIN ORDER QTY: 500

Available with dealer imprint only.

- Can be used by Hyundai dealers.
- Full-colour on all pages.
- White, canary.
- Also available for Hyundai Car Care dealers, item INSGNHYC.

### Multi-Point Inspection Checklist

**MULTI-POINT INSPECTION CHECKLIST**

Customer Name: \_\_\_\_\_ VIN: \_\_\_\_\_ Year/Model: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Repair Order #: \_\_\_\_\_

**VEHICLE INSPECTION**

**NEED IMMEDIATE ATTENTION**

**NEED FUTURE ATTENTION**

**VEHICLE PERFORMANCE**

**SAFETY AND TIRE**

**UNDER HOOD**

**UNDER VEHICLE**

**COMMENTS / ESTIMATES**

Customer Copy

### INSNGK

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 2

MIN ORDER QTY: 500

Available with dealer imprint only.

- Can be used by Kia dealers.
- Full-colour on all pages.
- White, canary.

**Other OEM-specific inspection forms are available.**

Contact your Reynolds Document Services Consultant to learn more.

## Inspections/Walk-Arounds

### Ontario Passenger/Light Duty Vehicle Inspection Report

#### OVIR

SIZE: 8 1/2" x 11 3/4"

# OF PARTS: 2

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Designed for use by dealers in Ontario.
- White, canary.

### Inspection Forms

### CUSTOMIZE

Create your own inspection form to match your dealership's needs and specifications.

Contact your Reynolds Document Services Consultant for more information.

### 2-Part PromoTAG®

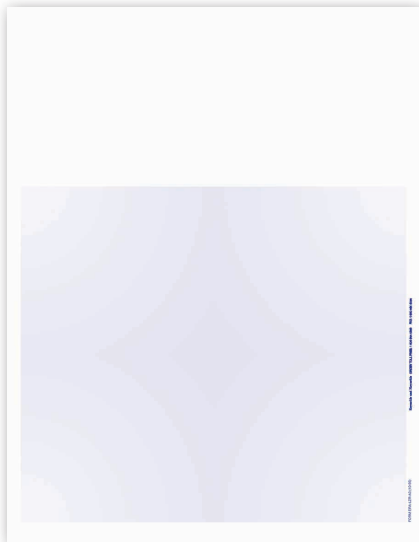
Enhance your branding

Incorporate your inspection form into your service dispatch number system, and give your branding added value with Reynolds' PromoTAG. Our 2-Part PromoTAG puts your additional service recommendations—along with your service contact information—front and center, while adding an additional customer touchpoint.

Turn to page 6 for additional information, and contact your Reynolds Document Services Consultant to learn how PromoTAG can fulfill multiple functions for your service team.

## Work/Repair Orders

### ERA® Repair Order



**ERA-LZR-A3**  
**SIZE:** 8 1/2" x 11"  
**# OF PARTS:** 1  
**PACKAGE QTY:** 200  
**MIN ORDER QTY:** 200  
 Available with dealer imprint.  
 • 32# white stock.

### Laser Work Order

**ELCWO1**  
**SIZE:** 8 1/2" x 11"  
**# OF PARTS:** 1  
**PACKAGE QTY:** 250  
**MIN ORDER QTY:** 250  
 • 32# white stock.  
 • Ontario-specific version available in buff stock, item ELCWO1ON.  
 • Bilingual (French/English) version available, item ELCWO1B.

### Laser Work Order

**ELCWO2**  
**SIZE:** 11" x 8 1/2"  
**# OF PARTS:** 1  
**PACKAGE QTY:** 250  
**MIN ORDER QTY:** 250  
 • 32# white stock.

### Laser Work Order

**ELCWO114**  
**SIZE:** 8 1/2" x 14"  
**# OF PARTS:** 1  
**PACKAGE QTY:** 250  
**MIN ORDER QTY:** 250  
 • 32# buff stock.  
 • Bottom 3" removable at perforation, which can be used for coupons and/or advertisements.  
 • Ontario-specific version available, item ELCWO114ON.

**Rental agreements are available on page 55 of the F&I section.**



## Work/Repair Orders

Repair Orders **CUSTOMIZE**

Personalize your repair orders with your dealership's image, with full-colour printing, or by adding coupons to the bottom of the form.

Contact your Reynolds Document Services Consultant for more information.

Laser Form/Label Combo **CUSTOMIZE**

If your dealership uses Reynolds Intelligent Forms Printing, you can benefit from enhanced customization of your repair orders with Laser Form/Label Combo.

Streamline the customer process with forms that combine a removable adhesive label with a hang tag, key tag, or coupons.

## Need repair orders that print from your DMS?

We understand how to make documents work for you. Every day, Reynolds Document Services provides forms and products designed for dealerships using various systems, including:

- **CDK Global®**
- **PBS®**
- **Quorum®**
- **Serti®**
- **and more!**

Enjoy the convenience of a **local sales representative**, and take advantage of Reynolds' **70-plus years** of experience in the automotive industry. Contact your Reynolds Document Services Consultant to learn more about repair orders designed for your DMS.

## Work/Repair Orders

### GM Certified Service Repair Order

The form is divided into several sections. The top section is for 'TIME TICKETS' with columns for 'DATE', 'TIME', 'LOCATION', 'REMARKS', 'CLOCK', and 'CLOCK'. Below this are four numbered rows (1, 2, 3, 4) for recording work. The bottom section is for 'ADDED OPERATIONS REQUIRED (PRIOR APPROVAL REQUIRED)' with fields for 'BY', 'DATE', 'TIME', 'LOCATION', and 'CLOCK'.

### GSP-100

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Designed for GM Certified Service dealers.
- 32# buff stock.

### CDK Work Order with Hang Tag

The form is a blank sheet of paper with perforations at the bottom for a hang tag and key tag.

### CDKINTWO14P

SIZE: 8 1/2" x 14"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Designed for CDK systems.
- 32# buff stock.
- Blank work order with 3" perforation at bottom for hang tag and key tag.

### Repair Order

The form is a detailed repair order with multiple sections. It includes fields for 'VEHICLE INFORMATION', 'WORK DETAILS', 'TOTAL PARTS', 'TOTAL OIL & GREASE', and 'TOTAL LABOR'. It also has a section for 'REMARKS' and a 'TOTAL' section at the bottom.

### STAT546

SIZE: 11 3/4" x 8 1/2"

# OF PARTS: 3

MIN ORDER QTY: 500

Available with dealer imprint only.

- Pre-numbered in red.
- White, canary, buff tag.

### Warranty Repair Order

The form is a warranty repair order with a 'KEY' section at the top and multiple columns for recording work details. It includes fields for 'VEHICLE INFORMATION', 'WORK DETAILS', and 'TOTAL'.

### FMC-1863/6125-2

SIZE: 11 3/4" x 8 1/2"

# OF PARTS: 4

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Designed for Ford dealers.
- Pre-numbered in red.
- All parts are white.

## Work/Repair Orders

## Customer Pay Repair Order

Customer Pay Repair Order form RO-124. The form includes sections for Customer Information, Vehicle Information, and a large table for parts and labor. It also features a disclaimer of warranty and a section for the customer's signature and payment.

RO-124

SIZE: 11 3/4" x 8 1/2"

# OF PARTS: 3 or 4

MIN ORDER QTY: 250

Available with dealer imprint only.

- 3 part: white, canary, white tag.
- 4 part: white, canary, pink, white tag.

## Customer Pay Repair Order

Customer Pay Repair Order form RO-545. This form is similar to RO-124 but includes a section for material used and a section for the customer's signature and payment.

RO-545

SIZE: 11 3/4" x 8 1/2"

# OF PARTS: 3 or 4

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- 3 part: white, canary, white tag.
- 4 part: white, canary, pink, white tag.

## GM Customer Pay Repair Order

GM Customer Pay Repair Order form CTM-134-GM. This form is designed for General Motors dealers and includes a section for vehicle information and a large table for parts and labor. It also features a disclaimer of warranty and a section for the customer's signature and payment.

CTM-134-GM

SIZE: 11 3/4" x 8 1/2"

# OF PARTS: 4

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Designed for General Motors dealers.
- White, canary, pink, white tag.
- Compatible with binders, items BPE-811 and RS-4808-B.

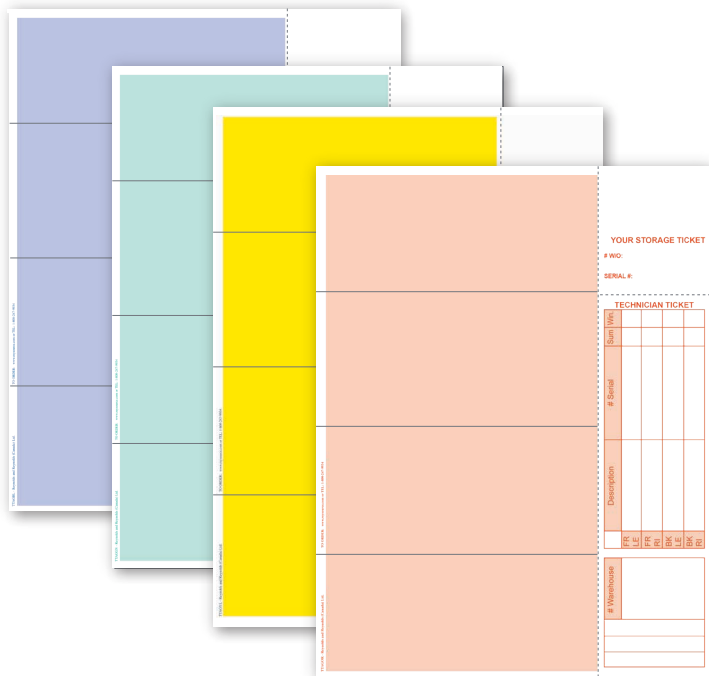
**Reynolds owns our  
printing plant and  
distribution centers,  
helping us to control the  
production process from  
order through shipment.**





## Tire Storage Tags

## Tire Storage Tags



## TTAG

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Each form contains four self-adhesive labels with storage ticket and technician ticket.
- Available in blue, green, yellow, or orange.
- Each colour also available in French.

## Recall Notices

*Build goodwill and improve your database*

Why have dealers across the nation selected Reynolds to deliver their recall notifications?

- **Personal**— Our recall notice includes a partial VIN and a recall number to make the notification relevant and credible.
- **Cost-effective**— For vehicles with more than one open recall, we print multiple recall numbers on one postcard instead of sending multiple mailings for each vehicle.

Turn to pages 2–5 for more details about direct mail, and contact your Reynolds Document Services Consultant to start planning your next mailing.

# URGENT

## RECALL REPAIRS

According to our records and according to General Motors records, your Chevrolet motor vehicle is subject to a safety recall. These repairs will be performed at **NO CHARGE** to you. At the time of this notification, the listed safety recall showed the need to be completed. Please call Peeta Chevrolet at 560-855-2020 to schedule your appointment. Completion of the listed recall(s) will increase the safety and functionality of your vehicle.

VIN #: 12345678  
 Recall #: 8048  
 Recall Description: Door Latch

**CALL YOUR SERVICE TEAM AT 560-855-2020 TO SET YOUR APPOINTMENT**

Call: **PEETA**  
CHEVROLET

134 N Hungry Street  
 Paraway, OH 54811  
 560-855-2020

Call your Peeta Chevrolet Team at 560-855-2020 to check your current recall and make your appointment.

CANADA POSTES  
 POST CANADA

Permit to Post Mail  
 Addressed Mailbox  
 2543075

1-1  
 John Samples  
 Or Current Resident  
 123 Any Street  
 Hollywood, AB K2C 4A7

© 2015 The Reynolds and Reynolds Company 1-800-344-0990 DF00008 (10/15)

## Repair Order Racks

### Repair Order Rack



#### SA-810

SIZE: 13 7/8" W × 26" H × 2" D

MIN ORDER QTY: 1

- Heavy-gauge steel with grey metallic finish.
- Single wall unit with 10 pockets, 6 1/8" deep.

### Repair Order Rack



#### SA-812

SIZE: 13 5/8" W × 28" H × 17 1/2" D

MIN ORDER QTY: 1

- Heavy-gauge steel with grey metallic finish.
- Single wall unit with 12 pockets, 6" deep.

### Repair Order Rack



#### SA-815

SIZE: 13 7/8" W × 36" H × 2" D

MIN ORDER QTY: 1

- Heavy-gauge steel with grey metallic finish.
- Single wall unit with 15 pockets, 6" deep.

### Carousel Rack



#### SA-C336

SIZE: 13 5/8" W × 28" H × 17 1/2" D

MIN ORDER QTY: 1

- Heavy-gauge steel with grey metallic finish.
- Includes three 12-pocket racks, 7 3/4" deep.
- Rotates on 17 1/2" diameter base.

## Repair Order Accessories

### Repair Order Binder



#### BPE-811

MIN ORDER QTY: 1

- Fits 8 1/2" x 11" documents.
- Sturdy blue vinyl coated canvas.
- Posts are 3/16" diameter, 4 1/4" center to center.

### Repair Order Storage Box



#### BPP-811-6

PACKAGE QTY: 6

MIN ORDER QTY: 6

- Fits 8 1/2" x 11" documents.
- Corrugated cardboard with permanent snap.
- 6" capacity.

### Plastic Tag Bag



#### EZ240

SIZE: 15" x 8 1/2"

MIN ORDER QTY: 1

- Heavy-duty vinyl with plastic window.
- Sewn strap secures to the vehicle via the trunk lid.

### Repair Order Holder



#### AZCLI-43910 | AZCLI-46912

SIZE: 9" x 12"

MIN ORDER QTY: 1 box

- Available in box of assorted colours (red, green, pink, yellow, and orange), item AZCLI-43910, or all black, item AZCLI-46912.
- Clear front with an open top.
- Stitched on three sides with metal eyelet for hanging.
- 25 per box.

## Service Invoices

### ERA® Service Invoice

#### ERALZR-INVN

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 200

MIN ORDER QTY: 200

Available with dealer imprint.

- 20# white stock.

### Laser Service Invoice

#### ELCSI1

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

- 20# white stock.
- Ontario-specific version available, item ELCS110N.

### ERA Service Invoice

#### ERAINTSI14P

SIZE: 8 1/2" x 14"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

Available with dealer imprint.

- 20# white stock.
- Bottom 3" removable at perforation, which can be used for coupons and/or advertisements.

### Ontario Laser Service Invoice

#### ELCSI1140N

SIZE: 8 1/2" x 14"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Designed for use by dealers in Ontario.
- 20# white stock.
- Bottom 3" removable at perforation, which can be used for coupons and/or advertisements.

**Our service invoices and repair orders are fully customizable and can be designed to help meet provincial regulations and manufacturer's warranty information.**

Contact your Reynolds Document Services Consultant to learn more.



## Service Invoices



### Service Invoices CUSTOMIZE

Our service invoices are fully customizable. Use colour to highlight important areas and grab your customer's attention. Include a photo of your dealership, the latest vehicle models, or a full-colour logo to make your invoices stand out.

Contact your Reynolds Document Services Consultant for more about custom service invoices.

## Looking for service invoices that work with your DMS?

Our design team can help important invoice information stand out with custom forms created for any system, including:

- CDK Global®
- PBS®
- Quorum®
- Serti®
- and more!

Find out why 97% of our customers — on any DMS — are satisfied with their relationship with Reynolds Document Services. Contact your Reynolds Document Services Consultant to learn more about product options and branding opportunities designed for your DMS.



### ColorFile® Filing System

ColorFile is a comprehensive filing system designed specifically for automotive retailers. Open shelving units offer increased efficiency in a space-saving design.

The ColorFile system can be used to file service folders, deal jackets, accounts payable files, and more. If you have hundreds of files, ColorFile's effective coding method will promote fast and accurate filing and retrieval each time. With bright, colour-coded end-tab labeling and open-shelf filing, misfiles are obvious and virtually impossible to overlook.

Reynolds offers plain, preprinted, or customized folders designed to highlight the series of numbers and letters that work best for your dealership. With alphabetic, numeric, make, year, and month labels, in addition to high-quality shelving and security options, Reynolds has it all to make your ColorFile system complete.

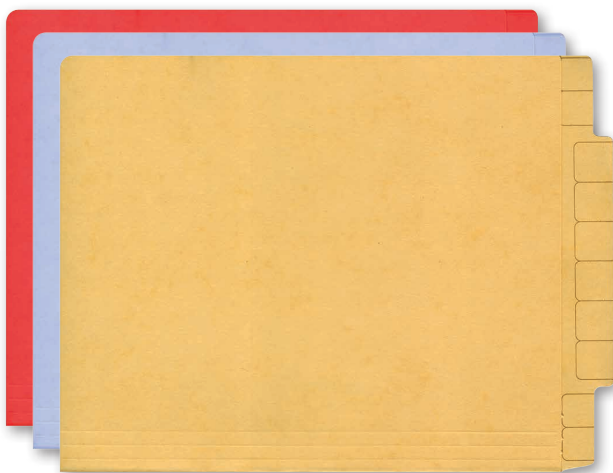
Maximize productivity and increase customer satisfaction while solving filing problems with the ColorFile Filing System from Reynolds Document Services.



### ColorFile® Folders

ColorFile folders are designed to highlight the series of letters and numbers that work best for the different departments of your dealership. Precise placement of labels on folders not only reduces the risk of misfiling, it also improves retrieval time and controls the aesthetics of the filing system. For this reason, all Reynolds ColorFile folders and jackets have preprinted alignment marks.

#### Service Folders



#### RF-1702

**SIZE:** 12 5/8" × 9 1/2"

**PACKAGE QTY:** 100

**MIN ORDER QTY:** 100

*Available with dealer imprint.*

- Heavy 14-point plain stock.
- Available in red, blue, or manila.
- Extended tab emphasizes the last 6 digits of the VIN.
- Label alignment marks on the end tab make it easy to place labels in the correct position.
- Also available in a 7 digit VIN version, item RF-1702-7.

## Service Folders

Form RF-1701 (2-94) is a service folder for vehicles. It features a VIN label at the top, followed by fields for IN SERVICE/WARRANTY DATE, YEAR, MAKE, and MODEL. Below these are fields for KEY NOS., IGNITION, TRUNK, COLOR CODE, and checkboxes for NEW, USED, and OTHER. The form is divided into three columns for ORIGINAL OWNER, SUBSEQUENT OWNER #1, and SUBSEQUENT OWNER #2, each with fields for NAME, ADDRESS, CITY, STATE, ZIP, HOME PHONE, and WORK PHONE. At the bottom, there are sections for TYPE OF EXTENDED WARRANTY PURCHASED, COMMENTS, and POLICY ADJUSTMENT WARRANTY, which includes fields for AUTHORIZATION NO., TYPE OF WORK, AUTHORIZED BY, DATE OF AUTHORIZATION, TIME OF AUTHORIZATION, and COST TO CUSTOMER.

## RF-1701

SIZE: 12 5/8" x 9 1/2"

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- Heavy 14-point stock.
- Preprinted with owner, vehicle, and warranty identification areas.
- Extended tab emphasizes the last 6 digits of the VIN.
- Label alignment marks on the end tab make it easy to place labels in the correct position.
- Also available for motorcycles, item RF-1701-MC.

## RF-1701-BMW

SIZE: 12 5/8" x 9 1/2"

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Heavy 14-point stock.
- Preprinted with BMW logo.
- Extended tab emphasizes the last 7 digits of the VIN.
- Label alignment marks on the end tab make it easy to place labels in the correct position.

Form RF-1701-BMW (2-94) is a service folder for BMW vehicles. It features a BMW logo and a VIN label at the top. Below the VIN label are fields for SELLING DEALER, IN SERVICE / WARRANTY DATE, ODOMETER CHANGE: MILEAGE, DATE, ORIG. RADIO SERIAL NO., YEAR, MAKE, MODEL, ORIG. RADIO CODE, PRODUCTION DATE, COLOR CODE, REPL. RADIO SERIAL NO., KEY CODE, TRIM NO., and REPL. RADIO CODE. The form is divided into three columns for ORIGINAL OWNER, SUBSEQUENT OWNER #1, and SUBSEQUENT OWNER #2, each with fields for NAME, ADDRESS, CITY, STATE, ZIP, HOME PHONE, WORK PHONE, PURCHASE DATE, and SALES PERSON. At the bottom, there are sections for DEALER INSTALLED OPTIONS, EXTENDED WARRANTY PURCHASED, and MAINTENANCE PROGRAM PURCHASED, each with fields for COMPANY, POLICY NO., COVERAGE, EXP. DATE, and EXP. MILEAGE.

## ColorFile® Folders

### Deal Jackets

#### RF-1220

**SIZE:** 12 5/8" x 9 3/8"; including 3/8" top tab

**PACKAGE QTY:** 250

**MIN ORDER QTY:** 250

*Available with dealer imprint.*

- 32# buff stock.
- Allows for filing on the first three letters of the last name.
- Preprinted with vehicle, stock, and seller information areas.
- Includes paperwork checklist.

#### RF-1220-ERA

**SIZE:** 12 5/8" x 9 3/8"; including 3/8" top tab

**PACKAGE QTY:** 250

**MIN ORDER QTY:** 250

*Available with dealer imprint.*

- 32# buff stock.
- Compatible with deal jacket label, item 500-215-1.



#### RF-1222

**SIZE:** 12 5/8" x 9 3/8"; including 3/8" top tab

**PACKAGE QTY:** 100

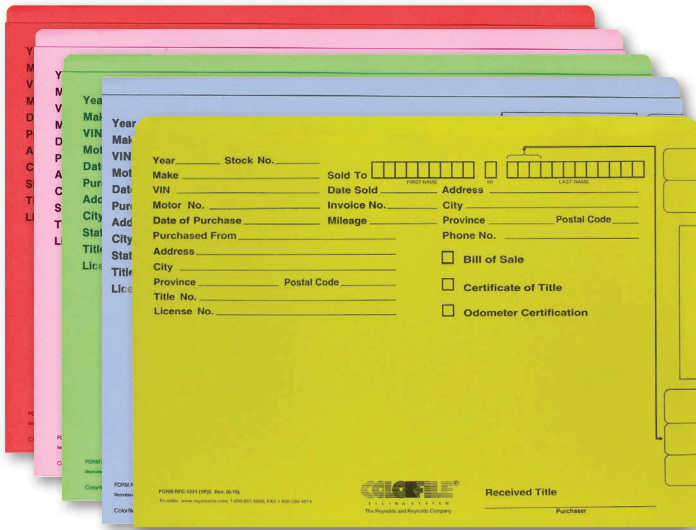
**MIN ORDER QTY:** 100

*Available with dealer imprint.*

- 32# stock available in buff.
- 150# heavyweight stock available in yellow, pink, green, or blue.
- Plain with alignment marks for a total of five labeling options.
- Heavyweight stocks have a minimum quantity of 50 and are packaged 50 per box; 250 per carton.



## Deal Jackets



## RF-1221

**SIZE:** Yellow: 12 5/8" × 9 1/2"; including 1/2" top tab

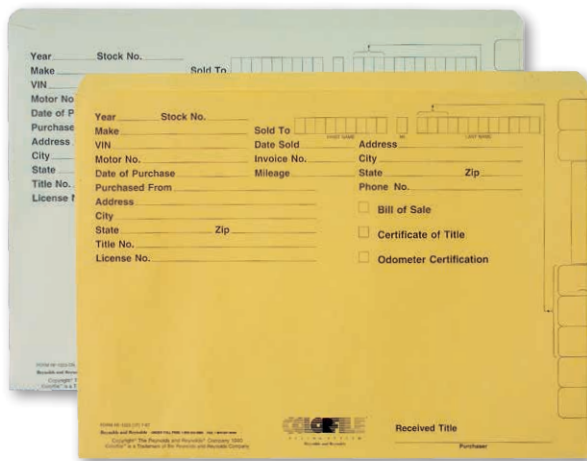
All other colours: 12 5/8" × 9 3/8"; including 1/2" top tab

**PACKAGE QTY:** 50

**MIN ORDER QTY:** 50

*Available with dealer imprint.*

- 11-point heavyweight stock.
- Available in red, pink, green, blue, or yellow.
- 50 folders per box; 250 per carton.
- Minimum order quantity of yellow jacket is 100.
- Preprinted with vehicle, stock, and seller information areas.
- Includes paperwork checklist.



## RF-1223

**SIZE:** 12 5/8" × 9 3/8"; including 3/8" top tab

**PACKAGE QTY:** 125

**MIN ORDER QTY:** 250

*Available with dealer imprint.*

- 32# stock.
- Available in green or buff.
- Alignment marks for a total of seven labeling positions.



## RF-1223B

**SIZE:** 12 5/8" × 9 3/8"; including 3/8" top tab

**PACKAGE QTY:** 250

**MIN ORDER QTY:** 250

*Available with dealer imprint.*

- 32# stock.
- Available in green or buff.
- Plain with alignment marks for a total of seven labeling positions.

## ColorFile® Labels

### Numeric Roll Set



#### RF-10R

**LABEL SIZE:** 1 5/8" x 7/8"

**MIN ORDER QTY:** 1 set

- Set includes 0–9 label rolls, individually boxed (500 of each number).
- Housed in a cardboard dispenser box.



### Alphabetic Binder Set

#### RF-27

**LABEL SIZE:** 1 1/2" x 3/4"

**MIN ORDER QTY:** 1 set

- Set includes desk drawer size 3 ring binder with 2,052 assorted alphabetic labels and index tabs.

### Numeric Binder Set

#### RF-10

**LABEL SIZE:** 1 5/8" x 7/8"

**MIN ORDER QTY:** 1 set

- Set includes desk drawer size 3 ring binder with 0–9 labels (240 of each number) and index tabs.

### Alphabetic Labels



*Actual Size*

**LABEL SIZE:** 1 1/2" x 3/4"

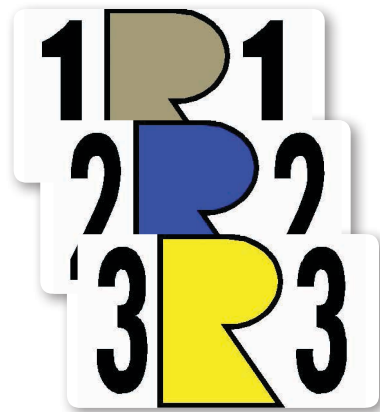
**PACKAGE QTY:** 270

**MIN ORDER QTY:** 270

- 27 labels per sheet; 10 sheets per pack.
- 3-hole punched sheets.
- Compatible with alphabetic binder, item RF-BINDER-RA.

Label	Item #
● A	RF-A
● B	RF-B
● C	RF-C
● D	RF-D
● E	RF-E
● F	RF-F
● G	RF-G
● H	RF-H
● I	RF-I
● J	RF-J
● K	RF-K
○ L	RF-L
● M	RF-M
● Mc	RF-Mc
● N	RF-N
● O	RF-O
● P	RF-P
● Q	RF-Q
● R	RF-R
● S	RF-S
● T	RF-T
● U	RF-U
● V	RF-V
● W	RF-W
● X	RF-X
○ Y	RF-Y
● Z	RF-Z

### Numeric Labels



*Actual Size*

**LABEL SIZE:** 1 5/8" x 7/8"

- Available in rolls or sheets.
- 500 labels per roll; minimum order quantity is 500 labels.
- 24 labels per sheet; 10 sheets per pack; minimum order quantity is 240 labels.
- Sheets are compatible with numeric binder, item RF-BINDER-R.

Label	Item # (Sheets)	Item # (Rolls)
● # 0	RF-0	RF-0R
● # 1	RF-1	RF-1R
● # 2	RF-2	RF-2R
● # 3	RF-3	RF-3R
● # 4	RF-4	RF-4R
● # 5	RF-5	RF-5R
● # 6	RF-6	RF-6R
● # 7	RF-7	RF-7R
● # 8	RF-8	RF-8R
● # 9	RF-9	RF-9R

### New/Used Labels

**LABEL SIZE:** 1 1/2" x 3/4"

**PACKAGE QTY:** 270

**MIN ORDER QTY:** 270

- 27 labels per sheet; 10 sheets per pack.
- 3-hole punched sheets.

Label	Item #
New	RF-NEW
Used	RF-USED

## ColorFile® Labels

## Year Labels

**LABEL SIZE:** 1 1/2" x 3/4"

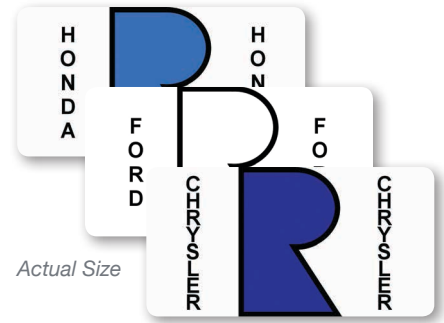
- Available in rolls or sheets.
- 500 labels per roll; minimum order quantity is 500 labels.
- 27 labels per sheet; 10 sheets per pack; minimum order quantity is 270 labels.



Actual Size

Label	Item # (Sheets)	Item # (Rolls)
2005	RF-05	RF-05R
2006	RF-06	RF-06R
2007	RF-07	RF-07R
2008	RF-08	RF-08R
2009	RF-09	RF-09R
2010	RF-YR10	RF-YR10R
2011	RF-YR11	RF-YR11R
2012	RF-YR12	RF-YR12R
2013	RF-YR13	RF-YR13R
2014	RF-YR14	RF-YR14R
2015	RF-YR15	RF-YR15R
2016	RF-YR16	RF-YR16R
2017	RF-YR17	RF-YR17R
2018	RF-YR18	RF-YR18R
2019	RF-YR19	RF-YR19R
2020	RF-YR20	RF-YR20R

## Make Labels



Actual Size

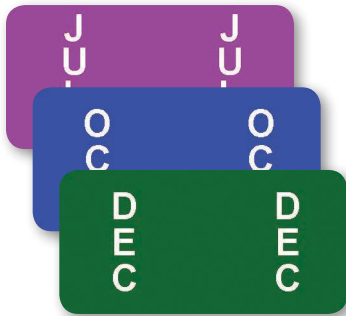
**LABEL SIZE:** 1 1/2" x 3/4"

**PACKAGE QTY:** 270

**MIN ORDER QTY:** 270

- 27 labels per sheet; 10 sheets per pack.
- 3-hole punched sheets.

## Month Labels



Actual Size

**LABEL SIZE:** 1 1/2" x 3/4"

**PACKAGE QTY:** 270

**MIN ORDER QTY:** 270

- 27 labels per sheet; 10 sheets per pack.
- 3-hole punched sheets.

Label	Item #
January	RF-JAN
February	RF-FEB
March	RF-MAR
April	RF-APR
May	RF-MAY
June	RF-JUN
July	RF-JUL
August	RF-AUG
September	RF-SEP
October	RF-OCT
November	RF-NOV
December	RF-DEC

## Solid Colour Labels



Actual Size

**LABEL SIZE:** 1 1/2" x 3/4"

**PACKAGE QTY:** 270

**MIN ORDER QTY:** 270

- 27 labels per sheet; 10 sheets per pack.
- 3-hole punched sheets.

Label	Item #
● Black	RF-BK
● Blue	RF-BL
● Green	RF-GR
● Red	RF-RD
○ White	RF-WH
● Yellow	RF-YE

Label	Item #
ACURA	RF-ACURA
ALFA ROMEO	RF-ALFA-ROM
AUDI	RF-AUDI
BMW	RF-BMW
BUICK	RF-BUICK
CADILLAC	RF-CAD
CHEVROLET	RF-CHEV
CHRYSLER	RF-CHRY
DODGE	RF-DODGE
FIAT	RF-FIAT
FORD	RF-FORD
GMC	RF-GMC
HONDA	RF-HONDA
HYUNDAI	RF-HYUNDAI
INFINITI	RF-INFINITI
JAGUAR	RF-JAGUAR
JEEP	RF-JEEP
KIA	RF-KIA
LAND ROVER	RF-ROVER
LEXUS	RF-LEXUS
LINCOLN	RF-LINC
MAZDA	RF-MAZDA
MERCEDES BENZ	RF-MB
MERCURY	RF-MERC
NISSAN	RF-NISSAN
PORSCHE	RF-PORSCHE
RAM	RF-RAM
SUBARU	RF-SUBARU
VOLKSWAGEN	RF-VW
VOLVO	RF-VOLVO

**ColorFile labels are Mylar coated for protection against wear and colour fading.**

## ColorFile® Labels On Demand

### ColorFile Labels On Demand Software

The ColorFile Labels On Demand application can save you up to 60% of the time it takes to create a new folder. In addition to saving you time and money, everyone in your dealership will benefit by having easy-to-read, easy-to-sort, and easy-to-retrieve files.

ColorFileLabels.com is an internet-based software program that creates a single strip label.

*Sign in to ColorFileLabels.com and print labels in three easy steps:*

**1) Select a Label Design**

Choose from five standard label designs, or have your own custom label created.

**2) Import or Enter Your Data**

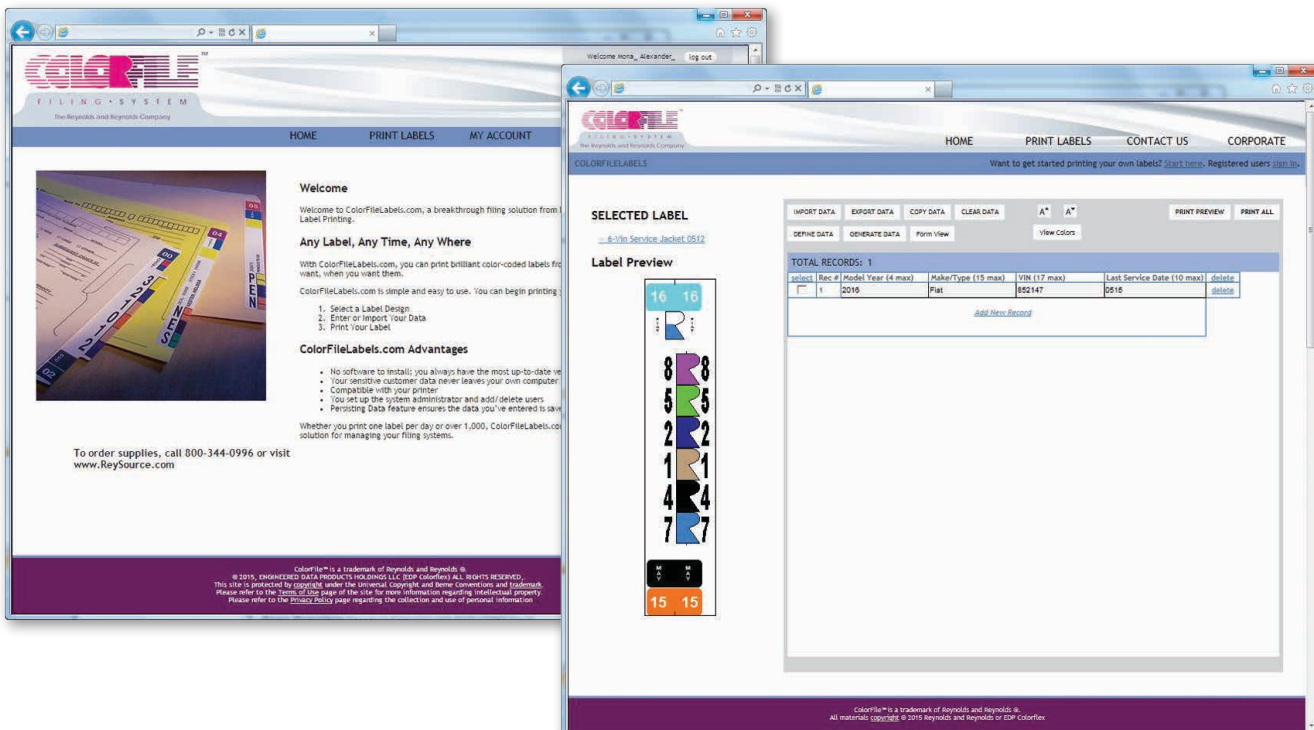
Import your data from a delimited text file, or enter data manually.

**3) Print Your Labels**

Print labels on virtually any colour printer in minutes. No special training is required.

*ColorFileLabels.com benefits:*

- **Easy:** Labels are printed in three easy steps.
- **Affordable:** Software fees are nonexistent.
- **Flexible:** Application runs on any computer with an internet connection using Internet Explorer.
- **Secure:** Sensitive data never leaves your computer.





### 6-VIN Service Label Stock



Printed example shown.

#### RF-V3L0104

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

- White laser die-cut label for 6-VIN service folders.
- 4 labels per sheet; 250 sheets per package.
- Protective Mylar laminates available, item RF-LAM01.
- Compatible with deal jackets, items RF-1701 and RF-1702.

### 7-VIN Service Label Stock



Printed example shown.

#### RF-V3L0504

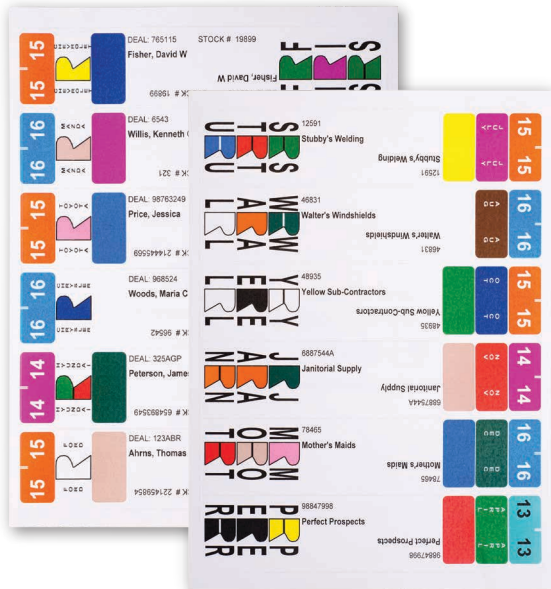
# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

- White laser die-cut label for 7-VIN service folders.
- 4 labels per sheet; 250 sheets per package.
- Compatible with deal jackets, items RF-1702-7 and RF-1701-BMW.

### Deal/AP Label Stock



Printed example shown.

#### RF-V3L0201

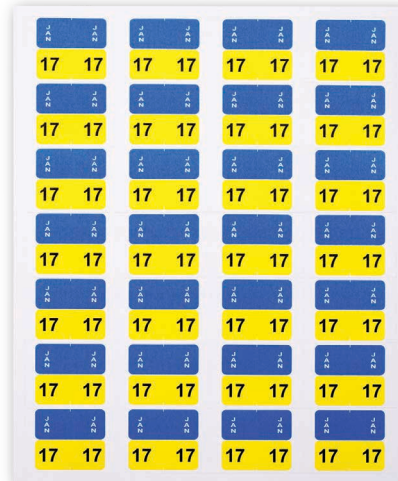
# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

- White laser die-cut label for deal/accounts payable jackets.
- 6 labels per sheet; 250 sheets per package.
- Protective Mylar laminates available, item RF-LAM02.
- Compatible with deal/accounts payable jackets, items RF-1220, RF-1221, RF-1222, and RF-1223 series.

### Month/Year Label Stock



Printed example shown.

#### RF-V3L0604

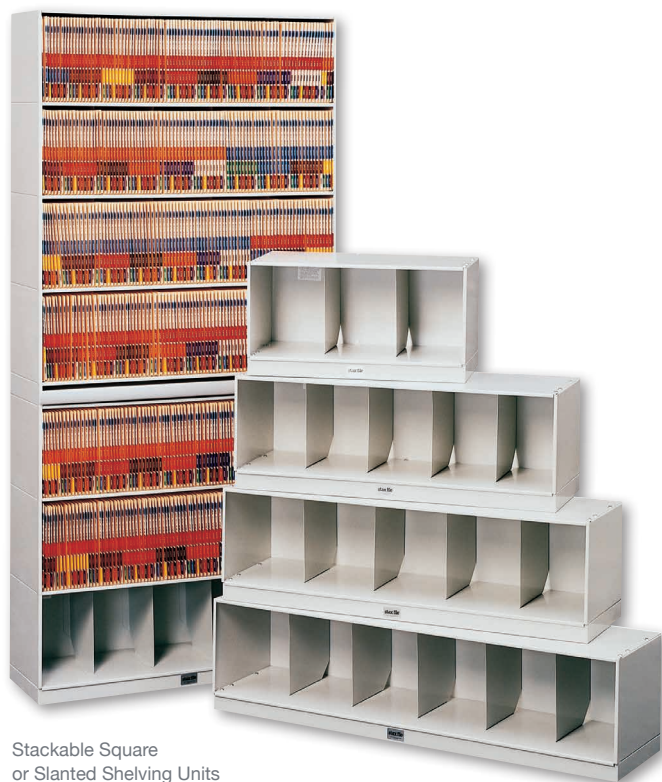
# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

- White laser die-cut label for month/year label.
- 28 labels per sheet; 250 sheets per package.
- Compatible with service folders, items RF-1701, RF-1702, RF-1702-7, and RF-1701-BMW.

## ColorFile® Shelving



Stackable Square  
or Slanted Shelving Units

### Stackable Square or Slanted Shelving Units

- Open-shelf filing allows folders to be clearly visible and provides easy retrieval.
- Units utilize vertical space to maximize file storage per square foot while keeping files within easy reach.
- Stackable shelving cabinets are modular in design, allowing for a variety of custom filing solutions.
- Slanted shelving units position files at a 55-degree angle, offering greater visibility of the file folders.
- The straight or square tiers are designed for maximum storage capacity with minimal floor space intrusion.
- Available in 24", 36", or 48" widths.



Slanted shelving provides better visibility of folder labels.

### Four-Post Shelving

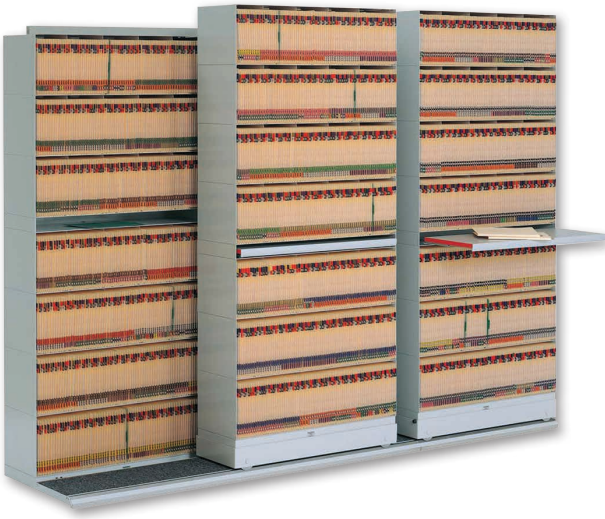
- Four-post shelving is an economical alternative to the stackable units.
- Four-post shelving can be adjusted to fit file folders, boxes, office supplies, or vehicle parts.
- Starter units and additional units are available in single and double depths and in 30", 36", 42", or 48" widths.



Four-Post Shelving



## ColorFile® Shelving



Track and Carriage System

### Track and Carriage System

- Go mobile to transform your file room into a productive work center with the Reynolds track and carriage system.
- Works in conjunction with the four-post and stackable shelving units.
- Double depth shelving solution.
- Front row of shelves rolls from side to side, allowing access to the back row of cabinets.

### Deluxe Mobile System

- Deluxe mobile systems are custom designed for your specific room and storage needs.
- Works in conjunction with the four-post and stackable shelving.
- Rows of cabinets become movable and create aisles where you need them, when you need them.
- By condensing and eliminating wasteful aisle space, you may be able to double the capacity of your present filing area.
- System can be designed to completely close and lock.



Deluxe Mobile System

## ColorFile® Security

### Standard Roll-Top Security Doors

- Attach a roll-top door onto each individual filing cabinet for a simple way to lock open-faced filing cabinetry when not in use.
- Easily added to existing four-post and stackable square or slant shelving.
- Individual security doors can be secured with a single lock and key so that one key fits multiple cabinets.
- Available in charcoal grey or putty.

### Custom Roll-Top Security Doors

- Custom-fit roll-top doors can be used to cover multiple cabinets up to 11' wide in a single span or attached side-by-side to cover your entire system.
- Easily added to existing four-post, stackable square or slant, track and carriage, or mobile shelving.
- Available in charcoal grey or putty.



## Floor Mats - Plastic

### Slip-N-Grip® Adhesive Floor Mat



**PPFB-P9933-49**  
**PPFB-P9944-01**

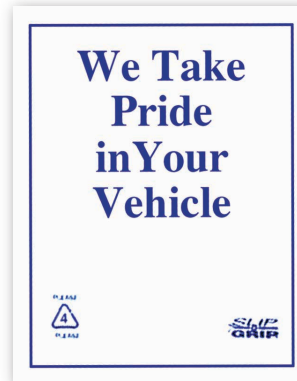
SIZE: 21" x 24"

PACKAGE QTY: 1 roll

MIN ORDER QTY: 1 roll

- Printed with "Dealer Must Remove Protective Cover".
- Special adhesive allows mat to stay in place up to 30 days.
- 3.0 mil. thick.
- Fully coated.
- PPFB-P9933-49 is packaged in rolls of 175.
- PPFB-P9944-01 is packaged in rolls of 342.

### Slip-N-Grip Floor Mat



**SSP-900**

SIZE: 17" x 21"

PACKAGE QTY: 500

MIN ORDER QTY: 500

- White plastic.
- Slip-N-Grip plastic floor mat stays put and grips to the floor of the vehicle without sticking to shoes.



## Floor Mats - Paper

### "We Wanted To Keep It Clean" Floor Mat



**SSP-700**

SIZE: 20" x 17 1/4"

PACKAGE QTY: 500

MIN ORDER QTY: 500

### "Thank You, We Care, Please Come Again" Floor Mat



**117**

SIZE: 17" x 15"

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

### "Thank You For Coming In" Floor Mat



**SSP-729**

SIZE: 22" x 13"

PACKAGE QTY: 100

MIN ORDER QTY: 100

**Custom paper, plastic, and all-weather floor mats are available.**

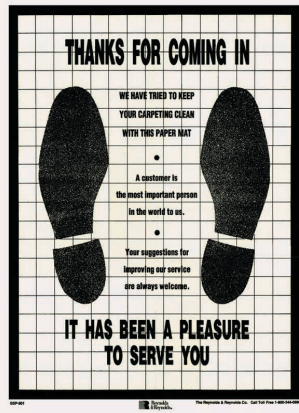
Contact your Reynolds Document Services Consultant to learn more.



## Floor Mats - Poly-Back

Polyethylene coated paper floor mats offer stronger resistance to dirt and grease compared to plain paper floor mats.

### "Thanks For Coming In" Floor Mat



#### SSP-901

SIZE: 17" x 20"

PACKAGE QTY: 500

MIN ORDER QTY: 500

- Also available in paper, item SSP-901-P.

### "First In Quality" Floor Mat



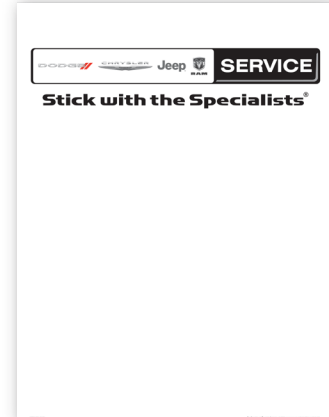
#### SSP-902

SIZE: 17" x 20"

PACKAGE QTY: 500

MIN ORDER QTY: 500

### Chrysler Dodge Jeep Ram Floor Mat



#### MATY-CJD1

SIZE: 17" x 20"

PACKAGE QTY: 500

MIN ORDER QTY: 500

- Floor mats also available with Dodge logo only, item MATY-DODGE, or with Jeep logo only, item MATY-JEEP.

## Floor Mats - Krinkle

### "Thank You" Floor Mat



#### KFM

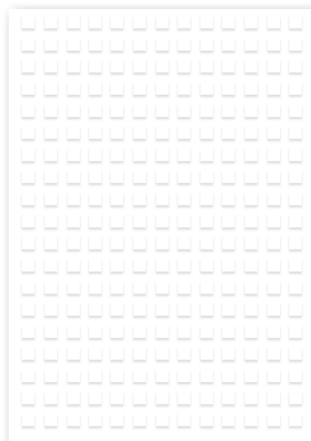
SIZE: 17" x 22"

PACKAGE QTY: 200

MIN ORDER QTY: 200

- Super absorbent waffle material locks in water and keeps mat from sliding.

### Blank Floor Mat



#### KRINKLE-FMAT

SIZE: 17" x 22"

PACKAGE QTY: 200

MIN ORDER QTY: 200

- Super absorbent waffle material locks in water and keeps mat from sliding.

***A variety of OEM floor mats are available.*** Contact your Reynolds Document Services Consultant for more information.

## Dispenser Racks

### Slip-N-Grip® Start Up Kit with Rack



#### SG-KIT-R

SIZE: 39" W x 42" H x 22" D

PACKAGE QTY: 1

MIN ORDER QTY: 1

Available with dealer imprint.

- Includes multi-product dispensing rollers.
- Made of heavy-gauge steel with easy-to-follow assembly instructions.
- Included in kit: 250 seat covers, 500 floor mats, 500 steering wheel covers, and 500 parts bags.



### Slip-N-Grip Dispenser Rack



#### SG-DISPRACK

SIZE: 39" W x 42" H x 22" D

PACKAGE QTY: 1

MIN ORDER QTY: 1

Available with dealer imprint.

- Made of heavy-gauge steel with easy-to-follow assembly instructions.
- Designed to hold floor mats, seat covers, steering wheel covers, parts bags, key tags, dispatch numbers, and static cling rolls.



### Slip-N-Grip Multi-Product Dispenser Wall Rack

#### PPFB-P9943-54

SIZE: 41" W x 20" H x 11" D

PACKAGE QTY: 1

MIN ORDER QTY: 1

Available with dealer imprint.

- Made of heavy-gauge steel.
- Wall rack only. Does not include other items.



### Slip-N-Grip Wall Rack Start Up Kit

#### PPFB-P9943-94

PACKAGE QTY: 1

MIN ORDER QTY: 1

Available with dealer imprint.

- Starter kit for Slip-N-Grip Dispenser Wall Rack, item PPFB-P9943-54.
- Includes 250 seat covers, 500 plastic floor mats, 250 steering wheel covers, and 500 parts bags.
- Wall rack not included in kit.



## Tire/Parts Bags

### Slip-N-Grip® Tire Bag



**PPFG-P9943-27**

SIZE: 36" x 40"

PACKAGE QTY: 1 roll

MIN ORDER QTY: 1 roll

- 33-gallon bag; 100 bags per roll.
- Keep spare and replacement tires from damaging the interior of your customers' cars.



### X-Large Slip-N-Grip Tire Bag



**PPFG-P9933-91**

SIZE: 47" x 48"

PACKAGE QTY: 1 roll

MIN ORDER QTY: 1 roll

- 55-60 gallon bag; 125 bags per roll.
- Ideal for storing large truck tires or snow tires.



### Slip-N-Grip Parts Bag



**PPFG-P9943-30**

SIZE: 11" x 17"

PACKAGE QTY: 1 roll

MIN ORDER QTY: 1 roll

- 500 bags per roll.
- Clear polyethylene.



### Slip-N-Grip Parts Bag



**PPFG-P9943-55A**

SIZE: 12" x 22"

PACKAGE QTY: 1 roll

MIN ORDER QTY: 1 roll

- 500 bags per roll.
- Clear polyethylene.



### Parts/Litter Bags **CUSTOMIZE**



Prominently promote your dealership's brand on customized parts bags or litter bags placed in the customer's car after service work.

Talk to your Reynolds Document Services Consultant about customizing the bag to fit your advertising needs.

***Tire storage tags are available on page 99.***

## Seat Covers

### Slip-N-Grip® Seat Covers



Slip-N-Grip seat covers fit all seats, including bench and bucket styles.

#### PASC-500-TB

PACKAGE QTY: 500

MIN ORDER QTY: 500

- ½ mil. clear plastic with tacky back.
- 500 covers per roll.

#### PASC-6000-88

PACKAGE QTY: 250

MIN ORDER QTY: 250

- ¾ mil. clear plastic.
- 250 covers per box.

#### PASC-6000-88R

PACKAGE QTY: 250

MIN ORDER QTY: 250

- ¾ mil. clear plastic.
- 250 covers per roll.

#### PASC-7000

PACKAGE QTY: 200

MIN ORDER QTY: 200

- 1 mil. clear plastic.
- 200 covers per roll.

#### PAS-1

PACKAGE QTY: 200

MIN ORDER QTY: 200

- 1 ½ mil. clear plastic.
- 200 covers per roll.



### ***Need immediate assistance?***

Reynolds Document Services customer service representatives are just a phone call away, and online ordering is available 24 hours a day at [www.ReySource.com](http://www.ReySource.com).

### Reusable Seat Cover



#### ASDA-1068

SIZE: 31" x 59"

PACKAGE QTY: 1

MIN ORDER QTY: 1

- Washable and recyclable.
- Made from non-woven polypropylene material.
- Resists chemicals and grease.





## Steering Wheel Covers

### Double Band Steering Wheel Cover



#### SWC-500-DB

PACKAGE QTY: 500

MIN ORDER QTY: 500

- Fits all standard steering wheels.
- Clear plastic.
- Also available for large trucks, item M-FB-P9943-35.

### Single Band Steering Wheel Cover



#### SWC-500

PACKAGE QTY: 500

MIN ORDER QTY: 500

- Fits all standard steering wheels.
- Clear plastic.

## Vehicle Tracking

### Magnetic Roof Top Hats

#### CJ058D

SIZE: 10" x 5"

PACKAGE QTY: 1

MIN ORDER QTY: 1

- Available in black, blue, green, lime, orange, pink, purple, red, white, or yellow plastic.
- Molded plastic with three magnetic fasteners.
- Triangular design allows for visibility from all sides.
- Large space in center for housing paperwork.
- Available in a variety of slogans and numbers, as well as blank.



**Hang tags and other vehicle tracking products can be found on pages 124–127.**

## Incentive Cards

Wallet cards and key fobs are a simple way to manage customer incentives. Punchable versions provide additional incentive tracking opportunities.

### Wallet Cards

SIZE: 3 3/8" x 2 1/8"

Laminated cards are perfect for recognizing VIP customers, tracking maintenance incentives, and much more!



Designed to reflect your brand.



Use as a punch card to track maintenance incentives.



Matte finish available for write-on applications.

### Punchable Key Fobs

SIZE: 2 5/8" x 1 1/8"

Durable, attractive, and the perfect size for keys. Purchase as single fobs or in a twin-pack, with one for the customer to keep and one to share.



Front



Back



Front



Back



Key fob twin-pack

### Card w/A-Peel



SIZE: 3 3/8" x 2 1/8"

Customizable set of discount service coupons that can be delivered on a wallet card, key fob, postcard, or hang tag. For use in a variety of loyalty-building promotions.

### Key Punch



### PUNCH-01

Car-shaped punch helps protect your incentive program from unauthorized punches.

## Service Maintenance Books

## Service Maintenance Books

Keep your customers coming back to your dealership with customized service maintenance books, which remind them when maintenance is due on their new vehicle. Including custom coupons and loyalty programs will help improve customer retention in your service drive.



## Pamphlets/Trifolds

Full-colour pamphlets help advertise your services to customers while they wait and serve as a handy reference piece after the customer has left the dealership.



## Turn your service maintenance books digital.

Putting vehicle information and service maintenance reminders on a USB for your customer is a convenient and modern way to encourage repeat business.

Turn to page 19 for information on USB drives, and talk to your Reynolds Document Services Consultant for additional options.





## Portable Charging Stations

Improve customer satisfaction by offering mobile charging for customers' hand-held devices while they wait for their car to be serviced. Portable charging stations offer a unique branding opportunity to display your message where customers can't miss it.

### 8 Cable Custom Charging Station



#### PCS-X8-BK

SIZE: 14 1/2" W x 13" H x 9" D

- Custom artwork included.
- Plugs directly into wall; can be mounted on wall or on stand, item PCS-XMSTAND-BK.
- One North American outlet, two USB outlets, four Apple Lightning cables, two USB Type-C cables, and two MicroUSB cables included.

### 4 Cable Custom Charging Station



#### PCS-X4-BK

SIZE: 7 1/4" W x 14 1/2" H x 9 3/4" D

- Custom artwork included.
- Plugs directly into wall; can be mounted on wall or on stand, item PCS-XMSTAND-BK.
- Two North American outlets, two Apple Lightning cables, one USB Type-C cable, and one MicroUSB cable included.

### Little Black Box Custom Charging Station



#### PCS-0103-BK

SIZE: 6 1/2" W x 4 1/2" H x 2" D

- Custom artwork included.
- Plugs directly into wall.
- One North American outlet, two USB outlets, Apple Lightning cable, one USB Type-C cable, and one MicroUSB cable included.

***Need to change your customer messaging? Magnetic overlays are interchangeable and customizable, allowing you a variety of ways to showcase your brand and highlight current promotions.***

Ask your Reynolds Document Services Consultant about customizing magnetic overlays for your metal charging stations.





## Portable Charging Stations

### Charging Station Security Cable



#### PCS-0204-SC

Deters theft by keeping charging station in one place. Compatible with 8 cable custom charging station, item PCS-X8-BK, and 4 cable custom charging station, item PCS-X4-BK.

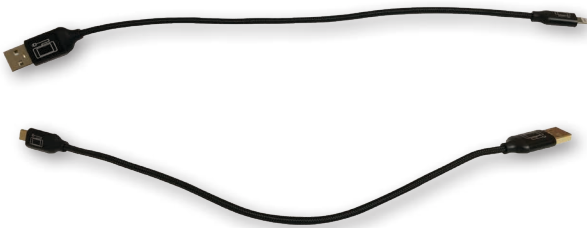
### Charging Station Stand



#### PCS-XMSTAND-BK

Heavy-duty metal stand allows a 4 or 8 cable charging station to be placed anywhere in dealership. Use with 4 cable charging station, item PCS-X4-BK, or 8 cable charging station, item PCS-X8-BK. Stand is 36" tall.

### Replacement Cables



#### PCS-0204-SC-AP

Replacement Apple Lightning charging cable. Can be used with any station. 24" long.

#### PCS-0204-SC-MU

Replacement MicroUSB charging cable. Can be used with any station. 24" long.

#### PCS-0204-USBC

Replacement USB Type-C charging cable. Can be used with any station. 24" long.

***Some OEMs require charging stations within the dealership.***

Reynolds can help meet this need with a variety of portable charging stations.

***Ask your Reynolds Document Services Consultant how portable charging stations will help you improve your customers' experience.***

## Dispatch Hang Tags



### RL-78

SIZE: 7" × 6"

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

Available with dealer imprint.

- Buff tag.
- Green numbering on one side and red numbering on the reverse helps technicians indicate if service is pending or completed.
- 1 3/8" top hole accommodates newer model vehicles.
- Includes key tag and claim check at the bottom.
- Available in 1,000 tag sets from numbers 000–9,999.
- Entire set of numbers 000–9,999 available as a 10,000 tag kit, item RL-78-09-X.



### 3DTAG

SIZE: 5 1/2" × 6 1/2"

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

- Available in white, yellow, green, blue, or red.
- Green numbering on one side and red numbering on the reverse helps technicians indicate if service is pending or completed.
- Extra 1 1/2" between mirror hole and dispatch number provides clear view of numbering from front and rear of vehicle.
- Includes key tag and claim check at the bottom.
- Numbered 0–999.



### VT260

SIZE: 7" × 6"

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

- Printed with a bright yellow background and black numbers for easy reading in tinted windows.
- Includes key tag and claim check at the bottom.
- Available in 1,000 tag sets from numbers 000 to 9,999.



### RL-78-G

SIZE: 7" × 6"

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

Available with dealer imprint.

- Green numbering on one side and red numbering on the reverse helps technicians indicate if service is pending or completed.
- 1 3/8" top hole accommodates newer model vehicles.
- Includes key tag and claim check at the bottom.
- Numbered 000–999.

## Dispatch Hang Tags

## Heavy Duty Hang Tags

**M-FB-P9933**

SIZE: 6 3/8" x 7 1/4"

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

- Heavyweight 150# stock.
- Green numbering on one side and red numbering on the reverse helps technicians indicate if service is pending or completed.
- 1 3/8" top hole accommodates newer model vehicles.
- Includes key tag and claim check at the bottom.
- Available in 1,000 tag sets from numbers 000–9,999.

**PromoTAG®***Enhance your branding*

Promote your brand by adding in-vehicle advertising to your service dispatch number system with Reynolds' PromoTAG. Remind customers to service their vehicles at your dealership, offer specials to generate revenue, and improve retention by putting your dealership logo and marketing message in front of the consumer at the point of sale.

Turn to page 6 for additional information, and contact your Reynolds Document Services Consultant to learn how PromoTAG can enhance your brand.

## Dispatch Hang Tags

### Dispatch Number Hang Tags



#### VT261 | RL261

SIZE: 7" x 6 3/4"

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

- Available in red, blue, green, yellow, orange, or white, item VT261.
- Available in grey or lime green, item RL261.
- Includes key tag and claim check at the bottom.

### Dispatch Number Hang Tags



#### RL-HT3

SIZE: 7" x 8"

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

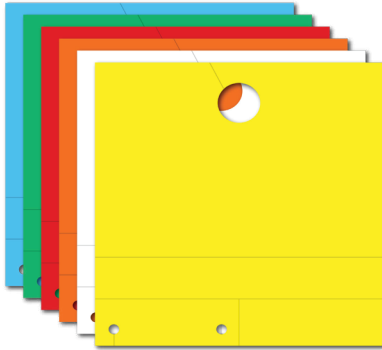
Available with dealer imprint.

- Available in blue, green, orange, red, white, yellow, grey, or lime green.
- 1 3/8" top hole accommodates newer model vehicles.
- Includes service flag, key tag, and claim check.



## Dispatch Hang Tags

### Blank Hang Tags



#### Custom

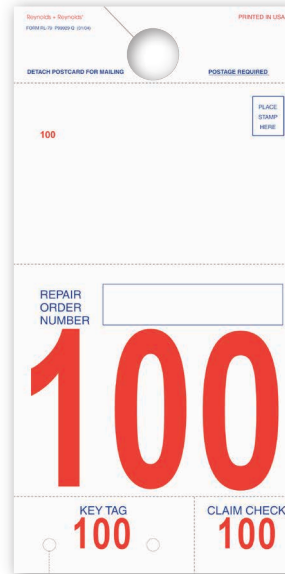
SIZE: 6" x 7"

PACKAGE QTY: 250

MIN ORDER QTY: 5,000

- Use blank hang tags to handwrite your own message for each customer.
- Available in blue, green, red, orange, white, or yellow.
- Includes key tag and claim check at the bottom.

### Reply Card/Dispatch Number Hang Tags



#### RL-79

SIZE: 5 1/2" x 11"

PACKAGE QTY: 1,000

MIN ORDER QTY: 1,000

Available with dealer imprint.

- Dispatch number hang tag with preprinted service rating reply card.
- Numbered 0-999.
- Bilingual (French/English) version also available, item RL-790B.

### ScanTRAX®

Improve your CSI

A complete service evaluation tracking system, ScanTRAX allows you to quickly review customer feedback and employee performance, tracks vehicles in your service drive, and serves as a silent salesman inside your customers' vehicles.

Turn to page 7 for additional information about ScanTRAX, and contact your Reynolds Document Services Consultant for details on how ScanTRAX can help you increase customer retention and revenue.



MARKETING SERVICES

## CSI Service Labels

Custom CSI labels are a great way to call attention to important information. They can inform your customer about special order parts, serve as a reminder for manufacturer surveys, promote marketing campaigns, and provide additional branding space. These eye-catching, permanent labels come in a variety of sizes and colours to add a finishing touch to any customer-facing document.



9075 | 9076 | 9077 | 9078 **CUSTOMIZE**

SIZE: 3" x 2" | 2 1/2" x 1 1/2" | 5" x 3 15/16" | 3 7/8" x 2 7/8"

PACKAGE QTY: 500

MIN ORDER QTY: 500

- Fluorescent stock available in green, orange, pink, red, or yellow.
- Non-fluorescent stock available in brown kraft, gold foil, silver foil, white gloss, or white matte.
- Choose among 23 different ink colour options.



9071 | 9072 | 9073 | 9074 **CUSTOMIZE**

SIZE: 1 1/2" starburst | 1 1/2" round | 2" starburst | 2" round

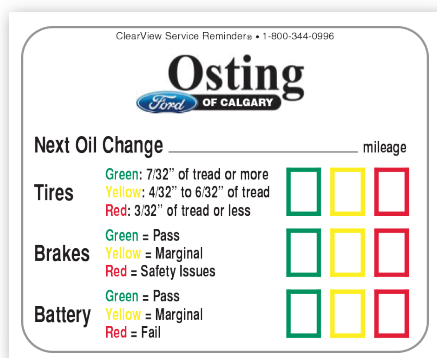
PACKAGE QTY: 500

MIN ORDER QTY: 500

- Fluorescent stock available in green, orange, pink, red, or yellow.
- Non-fluorescent stock available in brown kraft, gold foil, silver foil, white gloss, or white matte.
- Choose among 23 different ink colour options.

## ClearView Labels

ClearView Labels **CUSTOMIZE**



- ClearView labels offer great space for dealership branding.
- Labels are cut into strips of three large labels or four small labels to easily fit in the advisor or technician's pocket.
- White or clear labels with Lite Tac adhesive. Lightweight adhesive helps keep stickers in place in extreme temperatures without leaving residue.
- Available with white or yellow write-on panels for recording service date and mileage.
- Ink colours available in black, burgundy, dark green, green, gold foil, orange, process blue, process yellow, red, reflex blue, silver foil, white, or yellow.
- Available with full-colour printing.

## Service Reminder Labels

### Handwritten Static Cling

**Your Next Service Is Due**

**Date**

**Miles**

The Reynolds and Reynolds Company

SCL-120-A

**YOUR NEXT SERVICE IS DUE**

**Date**

**Miles**

The Reynolds and Reynolds Company

SCL-120-B

**Your Next Service Is Due**

**Date**

**Miles**

The Reynolds and Reynolds Company

SCL-120-C

**SCL-120-A**  
**SCL-120-B**  
**SCL-120-C**

**SIZE:** 2 1/8" x 1 7/8"

**MIN ORDER QTY:** 500

*Available with dealer imprint only.*

- White or clear static cling.
- Other templates are available. Contact your Reynolds Document Services Consultant to learn more about customizing with your logo.



**YOUR IMPRINT HERE**  
Your Address  
CITY, PROV, POSTAL CODE  
Your Phone Number

**YOUR NEXT SERVICE IS DUE**

**DATE**

**MILES**

The Reynolds and Reynolds Company SHL1001-SCL


**SHL1001-SCL**

**SIZE:** 2 1/2" x 2"

**MIN ORDER QTY:** 500

*Available with dealer imprint only.*

- Clear static cling.
- Ask your Reynolds Document Services Consultant about manufacturer-specific labels.



**YOUR NEXT SERVICE IS DUE**

**OR**

**HONDA**

FORM HAD-1593 The Reynolds and Reynolds Company

**HAD-1593**

**SIZE:** 2 1/8" x 1 7/8"

**PACKAGE QTY:** 500

**MIN ORDER QTY:** 500

- Clear static cling.
- Ask your Reynolds Document Services Consultant about manufacturer-specific labels.

### Static Cling **CUSTOMIZE**

**HAVERFIELD**  
Honda

10234 State Hwy 58  
Chattanooga, NB R0G 1N0  
559-555-2564

**Your Next Service Is Due**

**Date**

**KM**

The Reynolds and Reynolds Company

**Certified Service**  
**YOUR NEXT SERVICE IS DUE**

**Date**

**Kilometers**

☐ Tire Rotation/Tire Change  
☐ Multi Point Vehicle Inspection  
☐ Oil Change

Vehicle equipped with Engine Oil Life Monitor, which will indicate when the next oil change is due. Consult owner's manual.

 **Kettering Auto Group**

**987-555-3210**

**www.ketteringauto.com**

**DATE AND KM OF NEXT SERVICE**

**YOUR NEXT SERVICE DUE**

The Reynolds and Reynolds Company

**SIZE:** 2 1/8" x 1 7/8" | 2 1/2" x 2" | 3" x 2"

3 1/2" x 2" | 4" x 2 1/2" | 4 1/2" x 3" | 5" x 3 1/2"

**PACKAGE QTY:** 1,000

**MIN ORDER QTY:** 1,000

- Design your own custom static cling label for an eye-catching look.
- Available with white or yellow write-on panels for recording service date and mileage.
- Ink available in black, dark green, gold foil, green, orange, process blue, process yellow, red, reflex blue, silver foil, white, or yellow.

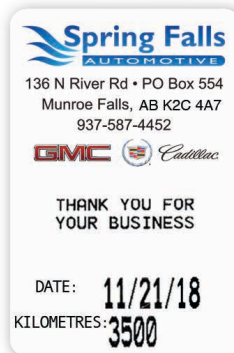
## Service Reminder Sticker Printer Systems



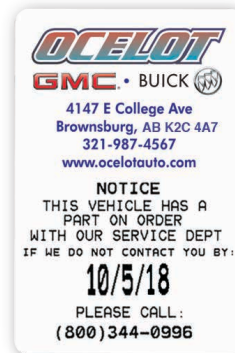
### Static Cling *Plus* Lite

Our easy-to-use Static Cling *Plus* Lite system lets you create more than next service due reminders. Offer customers a complimentary first service, remind customers to return for a part on order, or type in your own custom message.

- Each system is programmed with your dealership name and contact information.
- French template is included.
- Ask about Static Cling *Plus* Standard, a more robust alternative to the Static Cling *Plus* Lite system, with kilometre/date calculation programming and additional templates available.



Convert sales customers to service customers.

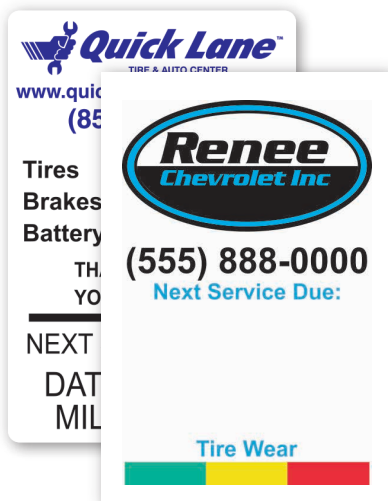


Reduce obsolete parts inventory.



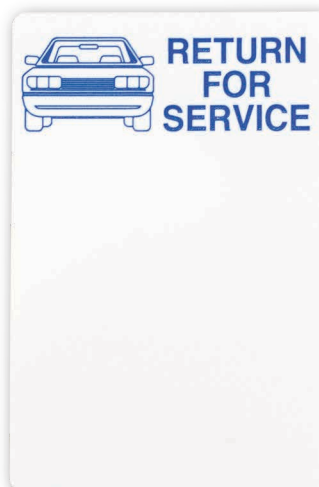
Customize a message for each customer.

### Service Reminders with Tire, Brake, and Battery Status



Double the impact of your service reminder labels. The Tire, Brake, and Battery status acts as a constant reminder that additional service may be needed. Contact your Reynolds Document Services Consultant to learn more about this feature.

### Generic Labels



#### CLINGPLUS

SIZE: 2 ¼" × 1 ½"

PACKAGE QTY: 500 labels per roll

MIN ORDER QTY: 500 labels

- White labels.
- Static cling.
- Also available with Hyundai logo, item CLINGPLUS-HY.

#### SCPLBL-TAC-GEN

SIZE: 2 ¼" × 1 ½"

PACKAGE QTY: 500 labels per roll

MIN ORDER QTY: 500 labels

- White labels.
- Removable adhesive.



## Service Reminder Sticker Printer Systems

**Service Reminder Labels** **CUSTOMIZE**

Put your logo to work for you. Custom printed labels, with your logo and contact information preprinted in colour, remind customers where they should return for service.

**SIZE:** 2 ¼" x 1 ½"

**PACKAGE QTY:** 500 labels per roll

- Choose white or clear labels. White labels are more visible on the customer's windshield and allow your logo to stand out.
- White labels are available with static cling or with light, removable adhesive designed to leave no residue on windows. Removable adhesive is recommended for climates with extremely hot or cold temperatures.
- Clear labels available in static cling only.



Custom label with preprinted logo.



Custom label after printing.

**Keyboard Cover****SCPKEYBRDCVR**

**PACKAGE QTY:** 1

- Cover your keyboard to seal out oil, grease, and other grime.
- Clear plastic with adhesive strips that attach to the bottom of the keyboard.
- Easy to apply.

**Ribbon****SCPRIBBON**

**PACKAGE QTY:** 1

- Black thermal ribbons.
- One ribbon will run approximately 1,000 labels.
- Ribbons are designed for compatibility with Reynolds service reminder stickers.

***97% of our customers—on any DMS—are satisfied with their relationship with Reynolds Document Services.***

Contact your local Reynolds Document Services Consultant to learn how we can meet your needs.

## Related Products

### Direct Mail



See Pages 2–5  
Marketing & Branding

### PromoTAG®



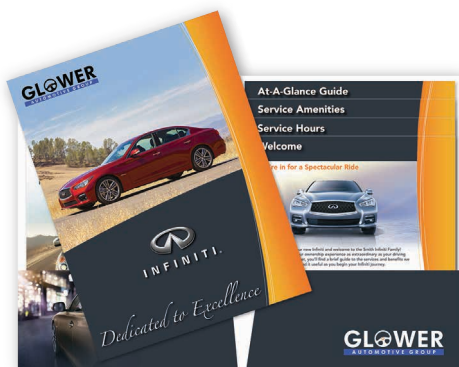
See Page 6  
Marketing & Branding

### ScanTRAX®



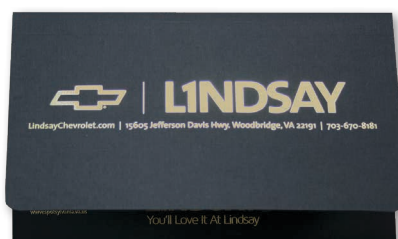
See Page 7  
Marketing & Branding

### Presentation Folders



See Page 9  
Marketing & Branding

### Document Wallets



See Page 11  
Marketing & Branding

### Licence Plate Frames and Inserts



See Pages 12–13  
Marketing & Branding

### Promotional Products



See Pages 17–21  
Marketing & Branding

### Key Boards



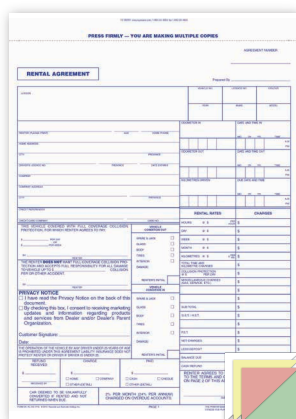
See Pages 40–41  
Sales Department

### Key Tags



See Pages 42–43  
Sales Department

### Rental Agreements



See Page 55  
F&I Management

### Time Cards



See Page 73  
Business Office

### Printer Consumables



See Pages 74–76  
Business Office

## Parts Invoices

### Laser Parts Invoice

The image shows a double-stacked Laser Parts Invoice form. The top section is a privacy notice, and the bottom section is a parts invoice. The form is designed for use by dealers in Ontario.

#### ELCPI1

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 200

MIN ORDER QTY: 200

- 20# white stock.
- Double-stacked parts invoice.
- Horizontal perforation at center of form.
- Ontario-specific version available, item ELCPI10N.

### Ontario Laser Parts Invoice

The image shows a double-stacked Ontario Laser Parts Invoice form. The top section is a privacy notice, and the bottom section is a parts invoice. The form is designed for use by dealers in Ontario.

#### ELCPI1140N

SIZE: 8 1/2" x 14"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

- Designed for use by dealers in Ontario.
- 20# white stock.
- Double-stacked parts invoice.
- Horizontal perforation at center of form.
- Bottom 3" removable at perforation, which can be used for coupons and/or advertisements.

### Blank Laser Form

The image shows a double-stacked Blank Laser Form. The top section is a privacy notice, and the bottom section is a blank parts invoice. The form is designed for use by dealers in Ontario.

#### AD-98191

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 200

MIN ORDER QTY: 2,000

- 20# white stock.
- Double-stacked blank form can be used to print parts invoice, receipt, or purchase order.
- Horizontal perforation at center of form.

**Reynolds Document Services provides much more than documents.**

Ask your Reynolds Document Services Consultant how we can serve your marketing, retention, and promotional product needs.

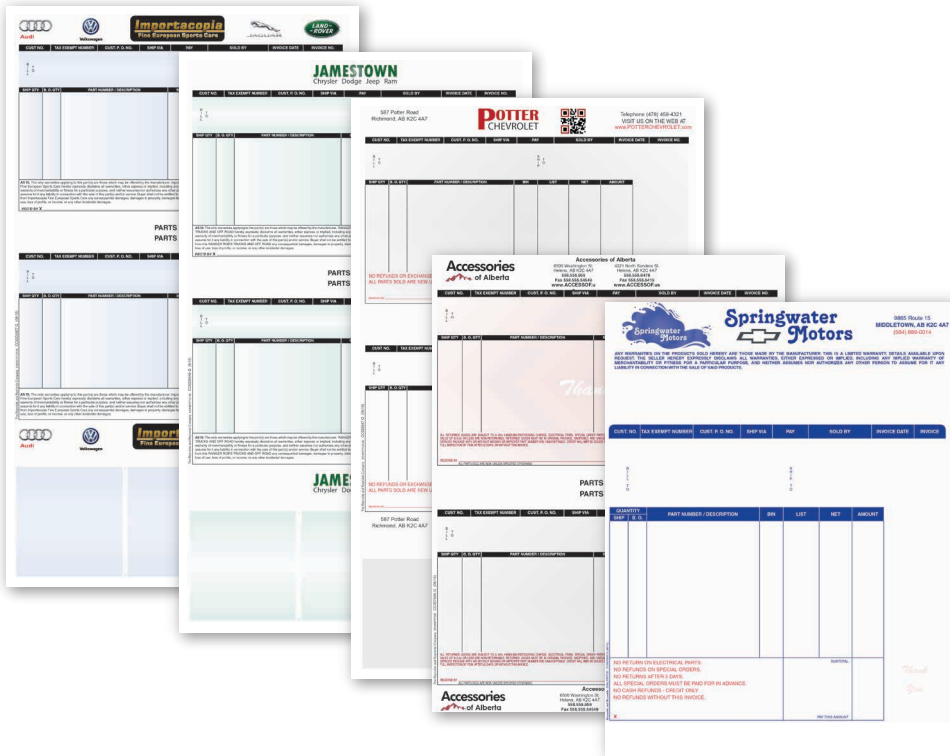


## Parts Invoices

### Parts Invoices CUSTOMIZE

Laser parts invoices from Reynolds Document Services are fully customizable. Design your parts invoice to highlight important areas, match the colours of your logo, or include a full-colour image of the dealership.

Contact your Reynolds Document Services Consultant to learn how our custom parts invoices can improve your parts business.



## Need parts invoices designed for your system?

We understand how to make documents work for you. Reynolds Document Services provides forms and products created to work for dealerships using various systems, including:

- CDK Global®
- PBS®
- Quorum®
- Serti®
- and more!

With more than **70 years of experience in the automotive industry**, Reynolds Document Services has the expertise to work with every dealership system. Contact your Reynolds Document Services Consultant to learn more about products available for your dealership.



## Parts Invoices

## Parts Sales Ticket

[illegible]**RL-1503**

**SIZE:** 9 1/4" x 5 2/3"

# OF PARTS: 3

**PACKAGE QTY: 100**

**MIN ORDER QTY: 100**

*Available with dealer imprint.*

- 2 hole punched on left side of form.
- White, canary, pink.
- Compatible with post binder, item BPE-58, and Perma-Snap binder, item BPP-58-6.

## Parts Sales Ticket

[illegible]

## RL-503

**SIZE:** 9 1/4" x 5 2/3"

# OF PARTS: 3

**PACKAGE QTY: 50**

**MIN ORDER QTY: 100**

Available with dealer imprint.

- 2 hole punched on left side of form.
- White, pink, canary.
- Compatible with post binder, item BPE-58, and Perma-Snap binder, item BPP-58-6.

## Purchase Orders

# ERA® Purchase Order

<b>PURCHASE ORDER TO</b>  SHIP TO		<b>PURCHASER</b> WRITTEN BY DEPARTMENT DATE TAX EXEMPT # PRICE AMOUNT BILL TO	
QTY.      DESCRIPTION		PRICE      AMOUNT	
ACCT.      AMOUNT      CONTROL NUMBER		ACCT.      AMOUNT      CONTROL NUMBER	
TAX EXEMPT #		PRICE	
AMOUNT		AMOUNT	
CONTROL NUMBER		CONTROL NUMBER	
TAX EXEMPT #		PRICE	
AMOUNT		AMOUNT	
CONTROL NUMBER		CONTROL NUMBER	

**PURCHASE ORDER**

---

<b>PURCHASE ORDER TO</b>  SHIP TO		<b>PURCHASER</b> WRITTEN BY DEPARTMENT DATE TAX EXEMPT # PRICE AMOUNT BILL TO	
QTY.      DESCRIPTION		PRICE      AMOUNT	
ACCT.      AMOUNT      CONTROL NUMBER		ACCT.      AMOUNT      CONTROL NUMBER	
TAX EXEMPT #		PRICE	
AMOUNT		AMOUNT	
CONTROL NUMBER		CONTROL NUMBER	
TAX EXEMPT #		PRICE	
AMOUNT		AMOUNT	
CONTROL NUMBER		CONTROL NUMBER	

**PURCHASE ORDER**

## ERALZR-PODN

**SIZE:** 8 1/2" x 11"

# OF PARTS: 1

**PACKAGE QTY: 200**

MIN ORDER QTY: 200

*Available with dealer imprint.*

- Double-stacked purchase order.
- Perforation at center of form.
- 2 hole punched at top and bottom of form.

## ERA Purchase Order

[illegible]

## ERA-LZR-PON

**SIZE:** 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 200

MIN ORDER QTY: 200

*Available with dealer imprint.*

- 2 hole punched at bottom of form.

## Purchase Orders

### Purchase Order Books

#### SA-1513-4-N

SIZE: 7 1/4" x 11"

# OF PARTS: 2, 3 or 4

PACKAGE QTY:

2P - 300 POs

3P - 200 POs

4P - 120 POs

MIN ORDER QTY:

2P - 300 POs

3P - 200 POs

4P - 120 POs

Available with dealer imprint.

- 2 part: white, pink.
- 3 part: white, pink, canary.
- 4 part: white, pink, goldenrod, canary.
- 4 purchase orders per page.
- Also available in French, item SA-15134FN.

### Purchase Orders CUSTOMIZE

Create your own purchase order using your dealership's colours, logo, or image.

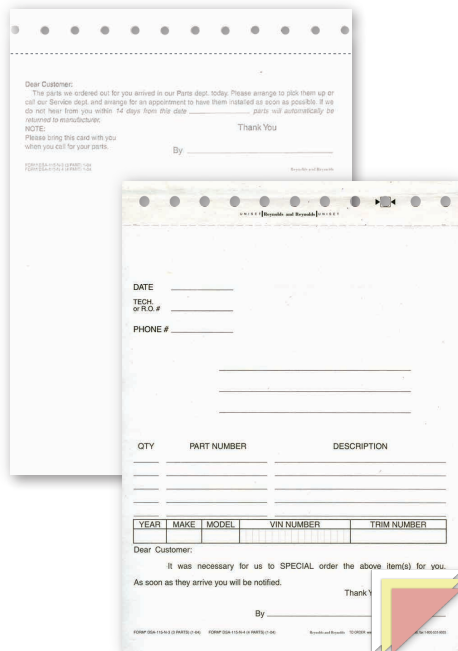
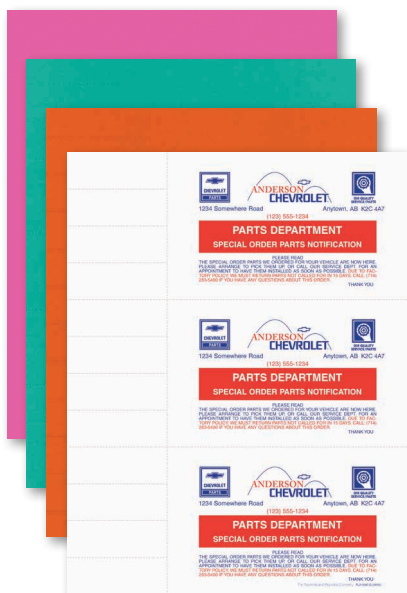
## Searching for purchase orders that print from your DMS?

Save on toner costs with preprinted forms designed by Reynolds Document Services, whether you print from:

- CDK Global®
- PBS®
- Quorum®
- Serti®
- and more!

Find out why 97% of our customers—on any DMS—are satisfied with their relationship with Reynolds Document Services. Contact your Reynolds Document Services Consultant to learn more about product options and branding opportunities designed for your DMS.

## Special Order Parts



### SPO-100-PL

SIZE: 8 7/16" x 4 1/4"

# OF PARTS: 3

PACKAGE QTY: 100

MIN ORDER QTY: 100

- White, canary, pink.

### ERAINTBC3

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

Available with dealer imprint.

- Available in pink, teal, orange, or white.
- 3 postcards per page.
- 4 perforated tags along margin per postcard.

### DSA-115-N

SIZE: 5 2/3" x 7 3/4"

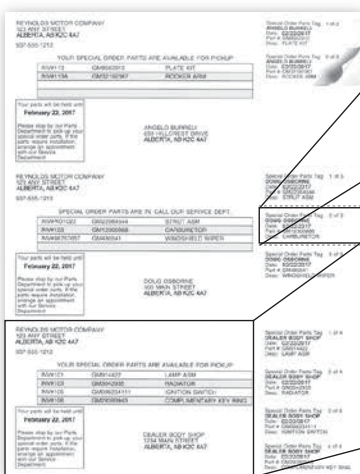
# OF PARTS: 3 or 4

PACKAGE QTY: 100

MIN ORDER QTY: 100

Available with dealer imprint.

- 3 part: white, canary, white tag.
- 4 part: white, canary, pink, white tag.
- Includes postcard on back of form with a thank-you note to the customer.



Special Order Parts Tag 2 of 3  
DOUG OSBORNE  
Date: 02/22/2017  
Part #: GM12300888  
Desc: CARBURETOR



### Laser Postcards with Adhesive Tags

#### ERAINTBC3-A

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 250

MIN ORDER QTY: 250

Available with dealer imprint.

- 3 postcards per page.
- 4 adhesive tags per postcard.
- Each postcard is 6" x 3 1/16".
- Each tag is 2 1/2" x 7/8".

**CSI service labels for special order parts are available on page 128 of the Service section.**



**949T (3P)**  
**949Q (4P)**  
**SIZE:** 5 <sup>5</sup>/<sub>8</sub>" × 7 <sup>3</sup>/<sub>4</sub>"  
**# OF PARTS:** 3 or 4  
**PACKAGE QTY:** 100  
**MIN ORDER QTY:** 100  
*Available with dealer imprint.*

- 3 part: white, canary, manila tag.
- 4 part: white, canary, pink, white tag.
- Includes postcard on back of form with a thank-you note to the customer.

**RL-117N**

**SIZE:** 5  $\frac{2}{3}$ "  $\times$  9  $\frac{1}{4}$ "

**# OF PARTS:** 5

**PACKAGE QTY:** 100

**MIN ORDER QTY:** 100

*Available with dealer imprint.*

- White, canary, pink, goldenrod, white tag.
- Includes postcard on back of form with a thank-you note to the customer.

## Promote your products

Target your parts and body shop customers with Reynolds' PromoTAG in-vehicle advertising. In addition to displaying your service department's dispatch numbering system, PromoTAG allows you to put accessories in the spotlight by highlighting available options and providing a discount offer.

Turn to page 6 for additional information, and contact your Reynolds Document Services Consultant to learn how PromoTAG can increase your revenue.

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www.reynoldsandreynolds.com

**PROMO TAG**  
Green Star® certified and meeting  
all required performance standards

**GLÖWER**  
REYNOLDS AND REYNOLDS

1212 N. Main St.  
Sandy Plains, AL 35244-7  
(205) 854-0154  
www.glowermotors.com

### What makes Genuine Volkswagen Accessories so Special?

- We've extended our German Engineering into developing the Genuine Volkswagen Accessories.
- Unlike aftermarket parts, they're specifically designed to fit your Volkswagen model.
- They can help increase your car's long-term value by protecting paint, carpet and other interior surfaces - and increase your ownership satisfaction.
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Comfort and Protection

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Transportation

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Get more out of life. Enhance your car's performance.  
Reflect your personal style. Protect your Volkswagen.  
There's something for everyone.

**1000 10% OFF YOUR NEXT SERVICE MAINTENANCE**  
Cannot be used towards your service.

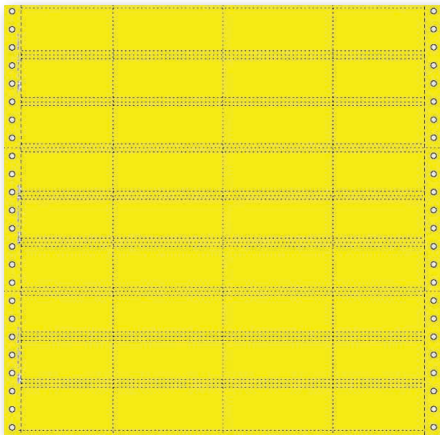
**1000**

Book your service appointments online at  
[www.glowermotors.com](http://www.glowermotors.com)

**1000**

## Parts Barcoding Labels

### Standard Yellow Bin Labels



#### RL-170-Y

**SIZE:** 12 1/4" x 12"

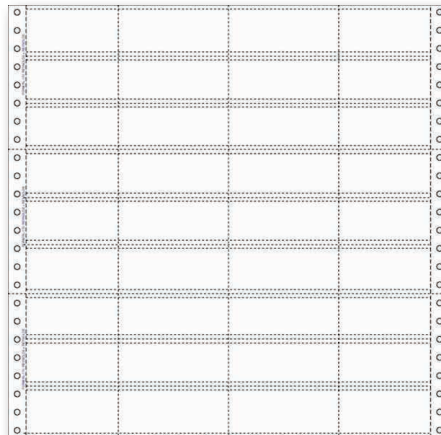
**# OF PARTS:** 1

**PACKAGE QTY:** 5,400 labels

**MIN ORDER QTY:** 5,400 labels

- Yellow labels (2 7/8" x 7/8").
- 36 perforated labels per page.
- Compatible with ERA® or CDK systems.
- Labels slide into the channels of parts shelves.

### Standard Bin Labels



#### RL-170

**SIZE:** 12 1/4" x 12"

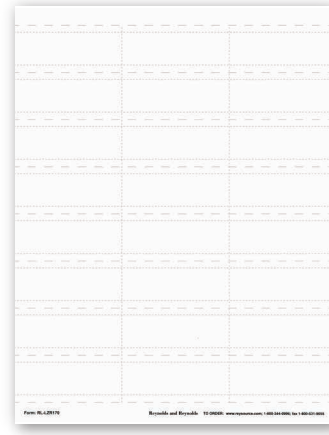
**# OF PARTS:** 1

**PACKAGE QTY:** 5,400 labels

**MIN ORDER QTY:** 5,400 labels

- White labels (2 7/8" x 7/8").
- 36 perforated labels per page.
- Compatible with ERA or CDK systems.
- Labels slide into the channels of parts shelves.

### Bin Labels



#### RL-LZR170

**SIZE:** 8 1/2" x 11"

**# OF PARTS:** 1

**PACKAGE QTY:** 1,200 labels

**MIN ORDER QTY:** 1,200 labels

*Available with dealer imprint.*

- Heavy white paper inserts (2 3/4" x 7/8").
- 24 perforated labels per page.
- Compatible with Reynolds Parts Barcoding.

### Pathfinder® Labels



#### E2-6039

**SIZE:** 2" x 2"

**PACKAGE QTY:** 1,740 labels

**MIN ORDER QTY:** 1,740 labels

- Available in white or yellow.
- Pressure sensitive labels designed for the Pathfinder Ultra Platinum 6039 printer and the Pathfinder 6057 printer.
- 290 labels per roll; 6 rolls per carton.

### Parts Bin Tags



#### SP-80

**SIZE:** 5 1/2" x 9 3/4"

**# OF PARTS:** 1

**PACKAGE QTY:** 500

**MIN ORDER QTY:** 500

- Heavy white paper inserts (2 3/4" x 7/8").
- 20 perforated labels per page.

**Additional DMS-specific barcoding labels are available.**

Contact your Reynolds Document Services Consultant for more options.

## Parts Barcoding Accessories

### Unitech Gun Grip Battery



**XOAB1400900010G**

**PACKAGE QTY: 1**

**MIN ORDER QTY: 1**

- Rechargeable lithium-ion battery for Unitech HT682 series hand scanner.
- Scanner not included.

### Citizen Printer Labels



**CMP-30L**

**SIZE: 2" x 2"**

**PACKAGE QTY: 1,350 labels**

**MIN ORDER QTY: 1,350 labels**

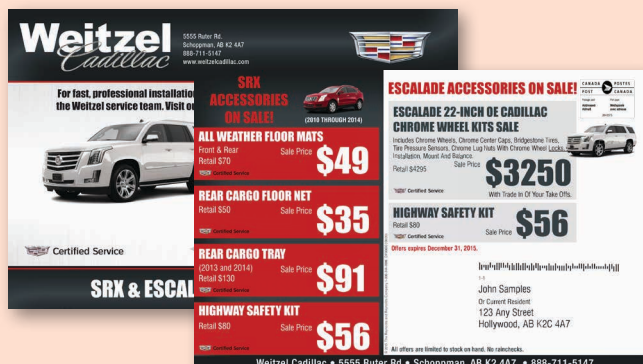
- White thermal paper.
- Pressure sensitive labels designed for the Citizen CMP-30 printer.
- 225 labels per roll; 6 rolls per carton.
- Printer not included.

## Direct Mail

*Build your parts and collision business*

Reynolds is your source for data-driven direct mail, allowing you to target the right customers to help increase wholesale parts sales, sell more accessories, and build body shop business.

Turn to pages 2–5 for more details about direct mail, and contact your Reynolds Document Services Consultant to start planning your next mailing.



MARKETING SERVICES





## Additional Parts Products

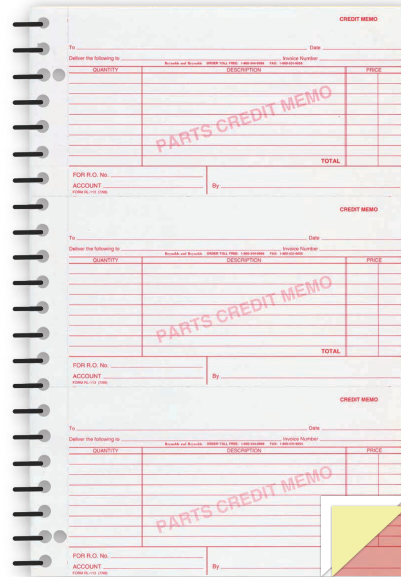
### Packing Slip Envelopes



Packing slip envelopes protect documents from harsh weather and keep out dirt and water.

Multiple styles and sizes available; ask your Reynolds Document Services Consultant for more options and item numbers.

### Credit Memos



#### RL-113

SIZE: 7 1/4" x 11"

# OF PARTS: 3

MIN ORDER QTY: 2 books

Available with dealer imprint only.

- 2 hole punched on left side of form.
- White, canary, pink.
- 150 credit memos per book.

### Core Return Forms **CUSTOMIZE**

**HAVERFIELD** Store # \_\_\_\_\_  
**Honda** Store Name \_\_\_\_\_

**RETURN GOODS RECEIPT**

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_

INV. #	QTY.	DESCRIPTION	PART NUMBER	CORE	NEW	DEFECT

Picked Up By (Driver): \_\_\_\_\_ Customer Signature: \_\_\_\_\_  
 Credit Issued By: \_\_\_\_\_

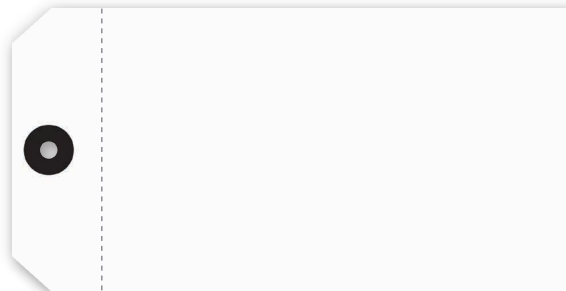
ALL RETURNS ARE SUBJECT TO VERIFICATION  
 White - Customer Yellow - Store Pink - Parts

The Reynolds and Reynolds Company F062017S Q (3/14)

Track items returned to your parts department with customized core return forms.

Contact your Reynolds Document Services Consultant to find out more about core return forms.

### Core Return Tags **CUSTOMIZE**



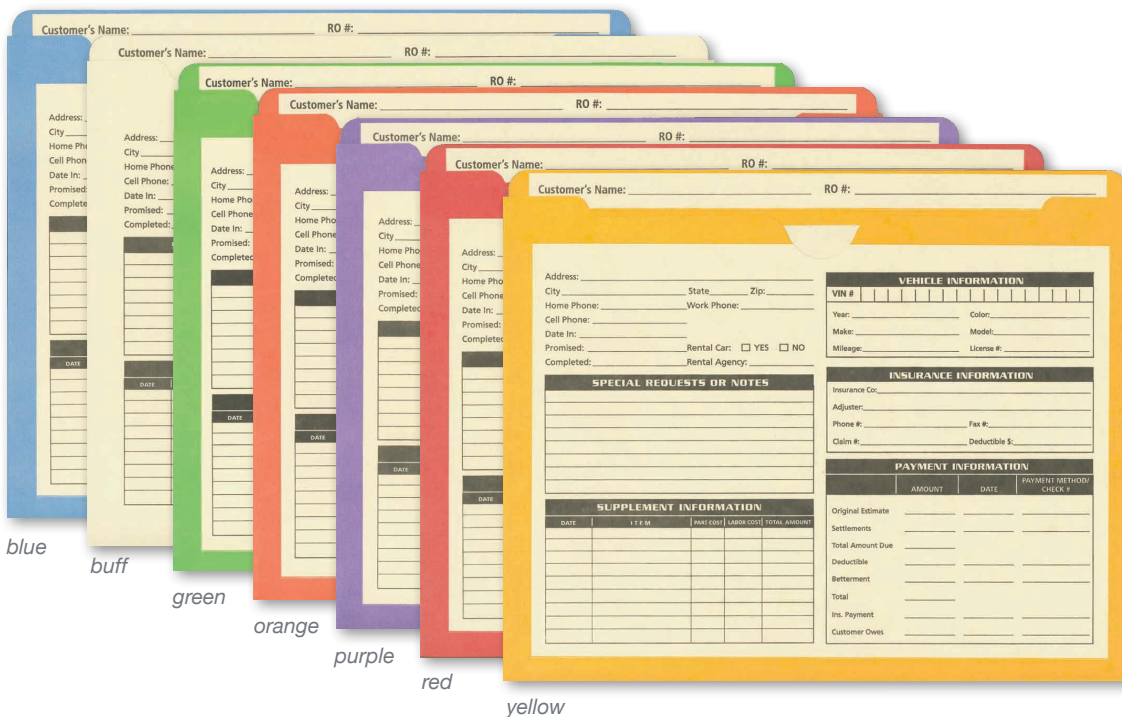
Core return tags help keep your returned items organized. Customize your own or use blank tags for handwritten notes.

Contact your Reynolds Document Services Consultant to find out more about core return tags.

**Contact your Reynolds Document Services Consultant to learn more about creating custom forms to fit your department's needs.**

## Body Shop Products

### Body Shop Repair Order Jacket



#### BSJACKET

**SIZE:** 11 3/4" x 9 1/2"

**PACKAGE QTY:** 100

**MIN ORDER QTY:** 100

*Available with dealer imprint.*

- Heavyweight manila stock with reinforced top tab and thumbcut front.
- Available in blue, buff, green, orange, purple, red, or yellow.

### Body Shop Repair Order

#### RO-777

**SIZE:** 8 1/2" x 11 3/4"

**# OF PARTS:** 3 or 4

**MIN ORDER QTY:** 250

*Available with dealer imprint only.*

- 2 hole punched at top of form.
- 3 part: white, canary, white.
- 4 part: white, canary, pink, white.
- Compatible with repair order binder, item BPE-811.

### Wreck Wrap



#### M-FB-P9943-41

**SIZE:** 36" x 100'

**PACKAGE QTY:** 1 roll

**MIN ORDER QTY:** 1 roll

- Puncture-resistant 3.0 mil. thick blue wrap with light tack adhesive.
- Sticks to metal, plastic, or glass without leaving residue.

## Body Shop Products

### Repair Estimate

**ESTIMATE REPORT**

NAME \_\_\_\_\_ DATE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ VIN \_\_\_\_\_ LICENSE NO. \_\_\_\_\_  
 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ VIN \_\_\_\_\_ LICENSE NO. \_\_\_\_\_  
 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ VIN \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

QTY	DESCRIPTION	PI	LABOR	PAINT	SUBTOTAL
1					
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3					
4					
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100					

I hereby authorize the above work and acknowledge receipt of copy: **TOTAL** \$ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

PAINTS Prices subject to market  
 LABOR \_\_\_\_\_  
 PAINT \_\_\_\_\_  
 PARTS \_\_\_\_\_  
 Towing \_\_\_\_\_  
 Storage \_\_\_\_\_  
 Sublet \_\_\_\_\_  
 EPA/State Disposal Charge \_\_\_\_\_  
 SUBTOTAL \_\_\_\_\_  
 TAX \_\_\_\_\_  
 TOTAL \_\_\_\_\_

#### ASDA-9100

SIZE: 8 1/2" x 11"

# OF PARTS: 1

PACKAGE QTY: 100

MIN ORDER QTY: 100

- Padded; 50 forms per pad.

### Accident Labels

**CUSTOMIZE**

**IN CASE OF ACCIDENT**

FOR FACTORY AUTHORIZED COLLISION REPAIRS CONTACT US AT

**(555) 767-1690**

1234 Anystreet Drive  
Anytown, AB K2C 4A7

**Gaffney Acura**

Design your own custom accident label to immediately provide contact information following an accident.

Recommend a towing company or provide body shop information to give your customers a quick reference for your preferred contact.

Contact your Reynolds Document Services Consultant to find out more about accident labels.

### Tow Ticket

**SVC-TOW**

NAME \_\_\_\_\_ REQUESTED BY \_\_\_\_\_ DATE \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

YEAR & MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_ ODOMETER \_\_\_\_\_ LICENSE NO. / STATE \_\_\_\_\_

REPAIR ORDER NO. \_\_\_\_\_ PURCHASE ORDER NO. \_\_\_\_\_

**PROBLEM REPORTED**

☐ OUT OF GAS ☐ FLAT TIRE ☐ RECOVERY  
☐ LOCK OUT ☐ ACCIDENT ☐ OTHER \_\_\_\_\_

**LOCATION**

FROM \_\_\_\_\_ TO \_\_\_\_\_

**COMMENTS**

**SERVICE RENDERED**

☐ SINGLE LINE WINCHING ☐ DUAL LINE WINCHING  
☐ WHEEL LIFT ☐ SNATCH BLOCKS  
☐ FLAT BED / RAMP ☐ SCOTCH BLOCKS  
☐ START ☐ DOLLY  
☐ OTHER \_\_\_\_\_  
☐ OTHER \_\_\_\_\_

**SPECIAL EQUIPMENT**

☐ OTHER \_\_\_\_\_

**TYPE OF PAYMENT:**

☐ CASH ☐ VISA ☐ AMEX ☐ CHECK ☐ MC ☐ EXP. DATE \_\_\_\_\_

**STORAGE**

NO. DAYS \_\_\_\_\_ AT \$ \_\_\_\_\_ PER DAY

**DESCRIPTION**

STORAGE CHARGE \_\_\_\_\_  
 MILEAGE CHARGE \_\_\_\_\_  
 TOWING CHARGE \_\_\_\_\_  
 LABOR CHG \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

#### SVC-TOW

SIZE: 5 2/3" x 9 1/4"

# OF PARTS: 3

MIN ORDER QTY: 250

Available with dealer imprint only.

- White, canary, pink.

### Tow Ticket

**TOW-2**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

YEAR & MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

UNIT NO. \_\_\_\_\_ VIN \_\_\_\_\_ REPAIR ORDER NO. \_\_\_\_\_ PURCHASE ORDER NO. \_\_\_\_\_

☐ CASH ☐ REGULATED ☐ RELEASE CODE A/C ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO

☐ DAMAGE ☐ NON-REGULATED

PICKUP LOCATION \_\_\_\_\_

TAKEN TO \_\_\_\_\_

EXTRA SERVICE \_\_\_\_\_

**STORAGE**

FROM \_\_\_\_\_ TO \_\_\_\_\_ NO. DAYS \_\_\_\_\_ AT \$ \_\_\_\_\_ PER DAY

**COMMENTS**

Workshop Fee \_\_\_\_\_  
 Hook-Up Fee \_\_\_\_\_  
 Daily Fee \_\_\_\_\_  
 Working Time \_\_\_\_\_  
 Waiting Time \_\_\_\_\_  
 Extra Labor \_\_\_\_\_  
 Remove Drive Line \_\_\_\_\_

**TIME FINISHED** \_\_\_\_\_ **TRUCK NO.** \_\_\_\_\_

**TIME LOADED** \_\_\_\_\_ **DRIVER** \_\_\_\_\_

**TIME ARRIVED** \_\_\_\_\_ **MILEAGE ENDS** \_\_\_\_\_

**TIME DISPATCHED** \_\_\_\_\_ **MILEAGE START** \_\_\_\_\_

**TOTAL TIME** \_\_\_\_\_ **TOTAL MILES** \_\_\_\_\_

I the undersigned do hereby certify that I am legally authorized and entitled to take possession of the vehicle described above and all personal property therein.

Signed \_\_\_\_\_

**TOTAL AMOUNT** \_\_\_\_\_

#### TOW-2

SIZE: 5 2/3" x 9 1/4"

# OF PARTS: 3

MIN ORDER QTY: 1,000

Available with dealer imprint only.

- 2 hole punched at top of form.
- White, canary, pink.

**More Parts and Body Shop products are available.**  
 Contact your Reynolds Document Services Consultant for additional options.

## Related Products

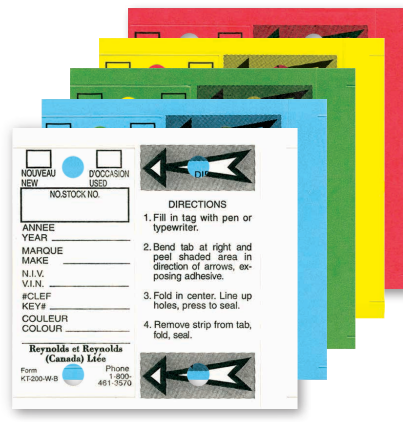
### Direct Mail



### PromoTAG®



### Key Tags

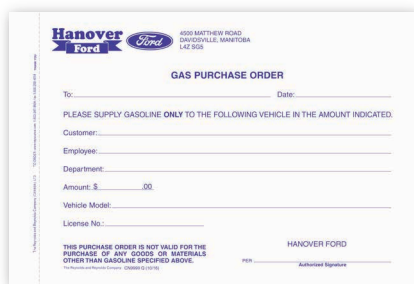


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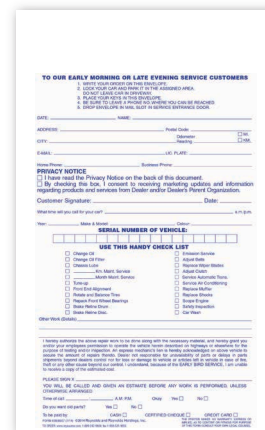
### Gas Purchase Orders



### Vehicle Bar Code Labels



### Early Bird/Nite Owl® Envelope



See Page 45  
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See Page 77  
Business Offi

See Page 82  
Service Department



## Related Products

### Tire Storage Tags



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Service Department

### Repair Order Racks



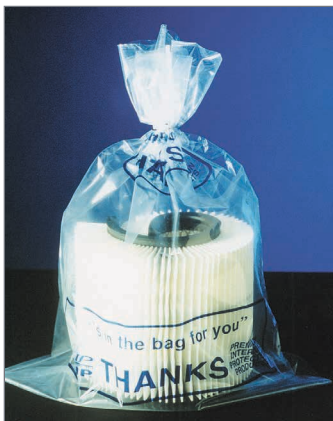
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