

“COURTESY DELIVERIES”

GENERAL SCENARIO:

- An out-of-state (OOS) based company orders its Indiana representative(s) company vehicle(s) from a dealer located in the base state.
- The OOS dealer orders/purchases the vehicle(s) from the manufacturer for shipment to Indiana.
- The manufacturer sends the vehicle(s) to a designated Indiana dealer along with the certificate of origin indicating the selling dealer.
- The Indiana dealer prepares the vehicle for “courtesy delivery” for the OOS selling dealer to the Indiana company representative(s).
- The OOS selling dealer sends to the “courtesy delivery” IN dealer a POA and any other documents necessary for the IN dealer to provide to the IN customer to obtain IN title and plates.

Plate Usage/Issuance:

- The Indiana dealer may use his metal plates on the “courtesy delivery” vehicle under his control to move it as necessary for delivery preparation and/or delivery.
- The Indiana dealer may not legally issue an Indiana interim plate to the customer as the vehicle was not sold by him. The IN dealer is advised to obtain a temporary plate for the customer from the OOS selling dealer.

Customary Practice:

The Indiana dealer will usually issue an Indiana interim plate for the customer to use until they can title and plate the vehicle in Indiana.

Suggested Procedure:

- **Indiana dealer issue an Indiana interim plate using the “Plates-on-Demand” program.** Enter all the vehicle information and in the “Comment” section enter “Courtesy Delivery” along with the names of the OOS selling dealer, purchaser and IN driver/representative.
- **Indiana dealer keep copies of all documentation in deal jacket and keep separate from regular sales deal jackets for easy retrieval.**