

# Sample Letter of the Delivery Document for Early Redemption

[Manufacturer/Dealership Letterhead]

Bus Delivery and Acceptance to [Transit Property Name] of [Bus Model]

<b>PROPERTY</b>	
Domicile Street Address	
Domicile City, State ZIP	
<b>VIN</b>	
<b>VOUCHER ID</b>	
<b>DELIVERY DATE</b>	
<b>ACCEPTANCE DATE</b>	
<b>MILEAGE AT ACCEPTANCE</b>	
<b>CUSTOMER SIGNATURE*</b>	
<b>CUSTOMER NAME (PRINT)</b>	
<b>JOB TITLE</b>	
<b>The delivery and domicile addresses are different (please circle):</b>	YES NO
DELIVERY ADDRESS (IF DIFFERENT)	
Delivery Street Address	
Delivery City, State ZIP	

\*By signing, the customer (HVIP Purchaser) enables a faster redemption process for HVIP-approved dealers. The signer is NOT required to have legal signing authority to complete this document. With the Delivery Document provided and all other redemption requirements met, the voucher can be redeemed without DMV Registration and the final payment / final acceptance made by the purchaser. In this case, however, the dealer must subsequently provide a copy of the DMV Registration and signed final invoice within 30 days of when the bus is formally / contractually accepted by the purchaser, showing that the final payment amount includes the voucher amount.

All other elements of the HVIP Redemption Checklist / Redemption Form must be followed as specified in the most current version at the time of redemption.

HVIP vouchers associated with contracts in which there is retainage are ineligible for early redemption.

NOTES: