



Greater New York
Automobile Dealers
Association

THE DOs AND DON'Ts OF AUTOMOTIVE BILLING

Learn the essential steps to becoming an efficient and effective biller.

Tuesday, December 9, 2014

10:00am-4:00pm

Center for Automotive Education & Training

15-30 Petracca Place, Whitestone (Queens) NY 11357

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

After attending this seminar you'll experience a faster, more accurate billing process. Learn to properly complete the necessary paperwork for processing a motor vehicle deal - from stocking through completion of the title and registration process. Each attendee will receive a complete reference manual to take back to the dealership.

Highlights of The Dos and Don'ts of Automotive Billing include:

- Completing essential registration & title documents (MV-50, MV-82, MV-103)
- Calculating the right amount of sales tax
- Notice of Lien - forms and instruction (refinance, lease buyout, etc.)
- In-transit permit processing
- Avoiding registration delays by properly preparing all paperwork
- *Updated!* All the new DMV Regulations

About the Instructor

Presented by Jean Marie Rugg, General Manager DMV-Direct, a division of GNYADA. Jean Marie Rugg offers substantial knowledge in vehicle titling and registration. Her hands-on experience as an automotive biller enables her to explain laws and procedures in terms that dealership employees instantly understand.

Fee for dues-paying GNYADA members:

\$125 per attendee (\$250 non-member fee)





Greater New York
Automobile Dealers
Association

THE DOs AND DON'Ts OF AUTOMOTIVE BILLING

Tuesday, December 9, 2014

10:00am-4:00pm

name of attendee 1 _____

email / dealership position

name of attendee 2 _____

email / dealership position

name of attendee 3 _____

email / dealership position

dealership _____

address _____

tel _____ ext. _____ fax _____

manager's approval _____
print / signature

RESERVE YOUR SEAT TODAY. Call the GNYADA Education & Training team directly at **718.640.2012**, fax this registration to **718.407.6970**, or go online at www.autoedcenter.com/education

GNYADA Seminars are developed by qualified experts to meet the highest possible standards and deliver the latest information and solutions for your most pressing business needs. Our programs train new and seasoned pros to improve operations and profitability results within each department.

**GNYADA'S
CENTER FOR AUTOMOTIVE
EDUCATION & TRAINING**

15-30 Petracca Place
Whitestone (Queens) NY 11357