

Internal Transfer Request Guidelines

Request Requirements

- All transfer requests must be submitted by a Manager.
- Please submit one unit per request.

Unit Information

- Include the stock number, year, and make of the unit.
- Providing complete unit information helps the runners verify they are moving the correct vehicle.

Runner Availability

- Runners are available from **9:00 AM to 4:00 PM**.
- Please understand that requests submitted later in the day may not be completed until the following business day.

Urgent Requests

- Please use the "**Disrupt Current Plan / Needs Moved ASAP**" option only as a last resort.
- These requests are extremely difficult to accommodate due to the volume of demands from other dealerships, as well as Service, Detail, and Photo Department priorities.

Appreciation

Thank you for your cooperation and understanding. Following these guidelines helps us serve all departments and dealerships more efficiently.