

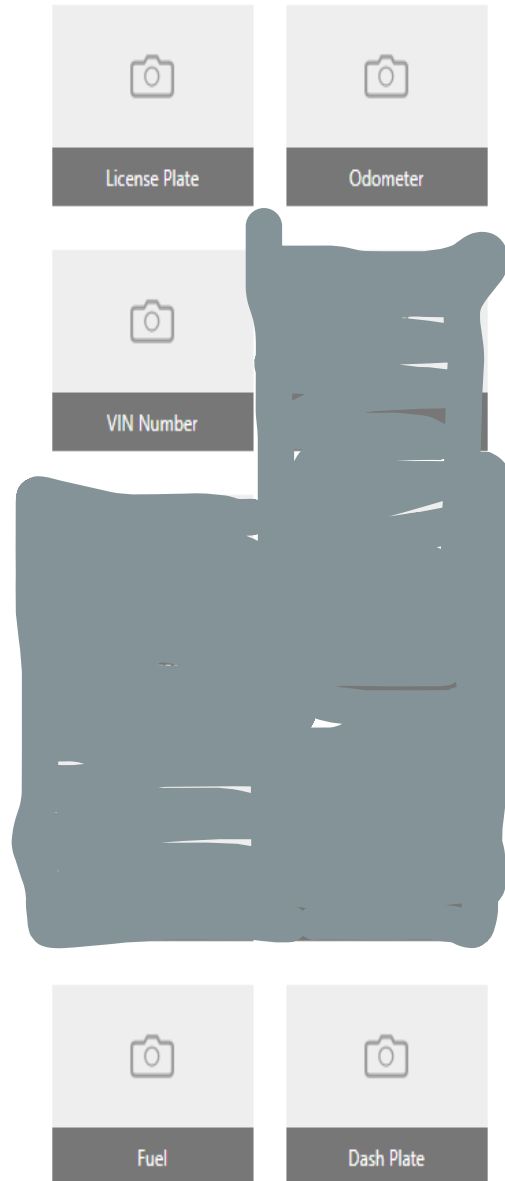
# **Instructions for Submitting Photos and VIN Numbers**

## **I. Photographs for Estimates**

- A. Photographs should be taken at all the angles shown in the diagram below.
- B. Photographs should be taken at an angel that is as level as possible to include the top and bottom of the vehicle.
- C. Photographs should be taken with as little glare or shadows as possible.
- D. Photographs should be taken to show as little glare and/or shadows as possible.

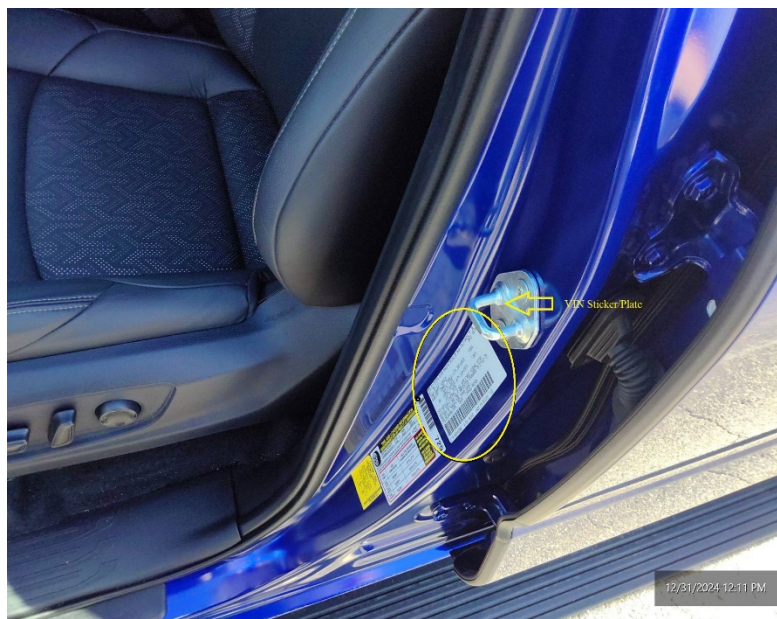


- E. Photographs should also be taken of the license plate, odometer, VIN Number, and fuel level. The dash plate photo is also helpful to show what warning lights are on your dashboard.



## II. VIN Number Photographs

- A. The photographs of the VIN (Vehicle Identification Number which is unique to your vehicle like a fingerprint) can be taken in two places.
- B. The best place is inside the front left door (driver's side). It can be either on the door itself or on the middle pillar between the front and rear doors.
- C. It is found on a rectangular plate that includes the VIN number (usually 16 characters including both numbers and letter). This plate also includes a lot of other information such as the Production date of your vehicle in the format of month/year.



D. The VIN number can also be found on the dashboard visible through the bottom of the windshield as seen from the driver's side (left side) of the vehicle.



