



**AUTO EXCHANGE**  
580 JERNEE MILL ROAD  
SAYREVILLE, NJ 08872  
www.autoexchangenj.com  
Tel: 732-238-4006 Fax: 732-238-9821

## Damage Report Instructions

- For all companies **other than** New Jersey Manufacturers, please contact Auto Exchange at 732-238-4006
- For **New Jersey Manufacturers** use the following instructions:
  1. Using your company's **letterhead** write a letter which includes the following:

To Whom It May Concern:

Name of Buyer  
Address and Fax #

Attached please find a copy of the title to a vehicle I recently purchased from the salvage yard. Please fax a copy of the damage report for inspection purposes.

Thank you,  
(Sign and print your name)

[You may use the fillable form on the next page to print on your letterhead]

2. Fax your letter and a copy of the title to 609-493-1420.
3. You should receive the damage report in a couple of days – make sure you provide them with a valid fax number.

To Whom It May Concern:

Name of Buyer: \_\_\_\_\_

Address: \_\_\_\_\_

Fax #: \_\_\_\_\_

Attached please find a copy of the title to a vehicle I recently purchased from the salvage yard. Please fax a copy of the damage report for inspection purposes.

Thank you,

**X** \_\_\_\_\_

Name (print): \_\_\_\_\_