

PROCEDURE FOR ORDERING TENNESSEE DRIVER HANDBOOKS

Instructors should send EITHER an e-mail or FAX (NO VERBAL PHONE REQUESTS) to:

debra.coe@state.tn.us

or

FAX 615-350-3078

The e-mail or FAX must state:

- Your name
- Your phone number
- Your shipping address
- That you are an AARP Driver Safety Instructor (this is mandatory)
- Your AARP DSP ID number (THIS IS NEW)
- You are requesting one case/box of TN Driver Handbooks for your courses

That is all you need to do. You don't need to indicate the date of the course, etc. (the box will be shipped ASAP). Please don't order more than one box. A box contains 70 books. Also, please don't order "10 books", "30 books", etc. You will be sent a box.

If you have any problem, you can call Debra Coe at 615-350-3088 (BUT PLEASE DO NOT ORDER HANDBOOKS OVER THE PHONE, THE ORDERS MUST BE WRITTEN).