

# Trailer Request Form for Usage and Agreement



## Virginia Department of Fire Programs

1005 Technology Park Drive  
Glen Allen, VA 23059-4500, USA  
tel: (804) 371-0220 fax: (804) 371-3444

Please complete this form to request a trailer from the Logistics Coordinator. Please fill in all of the required information (highlighted in red), save the PDF and email to [vdfp\\_logistics@vdfp.virginia.gov](mailto:vdfp_logistics@vdfp.virginia.gov) for immediate attention.

**\*FUNDING:**

(\*Please click to select funding)

\*REQUEST DATE: \_\_\_\_\_ \*AGENCY OR FIRE DEPARTMENT: \_\_\_\_\_

\*CITY/COUNTY: \_\_\_\_\_ \*TRAILER NAME: \_\_\_\_\_

(\*Please click to select trailer name)

\*SCHOOL NUMBER: \_\_\_\_\_ \*REQUESTOR NAME: \_\_\_\_\_

\*ADDRESS: \_\_\_\_\_

\*CITY/COUNTY NAME: \_\_\_\_\_ \*STATE: \_\_\_\_\_ \*ZIP CODE: \_\_\_\_\_

\*WORK NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

\*AFTER HOURS TELEPHONE NUMBER: \_\_\_\_\_ \*CELL NUMBER: \_\_\_\_\_

\*DESTINATION: \_\_\_\_\_

\*DELIVERY DATE: \_\_\_\_\_ \*PICKUP DATE: \_\_\_\_\_

\*DIRECTIONS: \_\_\_\_\_ \* Indicates Required Information

**\*EMAIL:**

(Please provide your reply-to email Address)

By completing and returning this form, the \*requestor assumes full responsibility and liability for the trailer and equipment used for school which includes the pickup and return of the trailer as agreed to below using only agency/fire department vehicle(s). An inventory sheet is provided in each trailer and a pre- and post- inventory must be done and returned to Logistics Office at the completion of the course. The equipment used also includes all expendable materials used from the trailer, which must be replaced and/or if need of repair the agency that agreed to the usage of the trailer will incur the cost of the repair or replacement of the equipment. Expendable materials include: Oil, Gasoline, Lumber, Saw Blades and Air in Air Tanks.

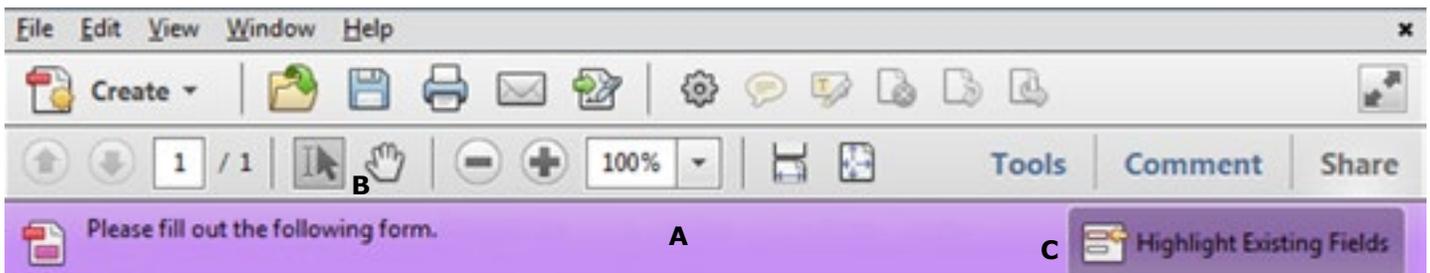
Contact the Logistics Coordinator:      Contact HTR Division Coordinator:      For Detailed Instructions See Page 2

VDFP Logistics

Jamey Brads

Email: [vdfp\\_logistics@vdfp.virginia.gov](mailto:vdfp_logistics@vdfp.virginia.gov)

Email: [jamey.brads@vdfp.virginia.gov](mailto:jamey.brads@vdfp.virginia.gov)



## Instructions for Completing Fillable PDF Form:

Please make sure that the latest version of **Adobe Reader** is installed on your PC to complete the fillable PDF form. You may Download the **FREE** Macintosh or Windows versions of Adobe Reader from Adobe at: <https://get.adobe.com/reader/>

### 1. Open the PDF, Click File > Save file as

Name the file your **first name\_last name and the date** and choose a location to save the file on your computer before completing the form. (jon\_doe\_01\_01\_16.pdf)

Once you have saved the interactive form to your computer, you are ready to **fill in the required information**. (Be sure to **save** and **retain** a copy of the completed form for your records.)

### 2. Fill in interactive form

An interactive form contains fields that you can select or fill in.

- A. Purple message bar indicates presence of fillable fields.
- B. Right-click the document, and select either the Hand Tool or the Select Tool from the pop-up menu.  or 
- C. To make form fields easier to identify, click the Highlight Existing Fields button on the document message bar. 

Form fields appear with a colored background light blue, and all **required form fields** are outlined in **red**.

- D. Click to select options, such as list boxes. Click inside a text field to type.

\*Note: The pointer changes to a different icon as you move it over a field. For example, the Hand tool changes to an I-beam when you can type text into the form field.

- E. When finished filling in all of the required information, **save** the form and **click the Email address at the top** to create an Email. (staff.name@vdfp.virginia.gov) 

- F. **Attach** the completed PDF and send.  

### – You may also Mail the Form:

Please print the completed form with all of the required information and mail to:  
**1005 Technology Park Drive**  
**Glen Allen, Virginia 23059**

### – You may also Fax the Form:

Please print the completed form with all of the required information and Fax to:  
**(804) 371-3444**

### 3. Print form

- Choose **File > Print** or Click the Print button. 
- Choose a printer from the menu at the top of the Print dialog box.
- In the **Comments and Forms menu** in the upper-right area of the Print dialog box, **choose Document**, and then **click OK**:

\*Note: To print the form and the typed entries, You **MUST choose Document**. This option prints text you've typed using the Add Text tool.