

Dealership Vehicle Delivery Preparation Checklist

Vehicle Preparation

- ☐ Washed and cleaned (interior and exterior)
- ☐ Fuel level checked and filled
- ☐ Floor mats installed
- ☐ Owner's manual and documents in vehicle
- ☐ License plates attached
- ☐ All accessories installed
- ☐ Tire pressure checked
- ☐ Vehicle inspection completed

Documentation

- ☐ Registration and title documents prepared
- ☐ Warranty information supplied
- ☐ Financing paperwork ready (if applicable)
- ☐ Temporary/provisional tags prepared
- ☐ Insurance information confirmed

Delivery Walkthrough

- ☐ Feature demonstration completed
- ☐ Bluetooth/tech setup completed
- ☐ Reviewed maintenance schedule
- ☐ Questions answered
- ☐ Keys provided

Customer Signature

Date:

Dealership Representative

Date: