



Automotive New Car Delivery Checklist

Pre-Delivery Inspection & Preparation

Ensuring the vehicle is clean, detailed, and mechanically sound before customer handover.

Odometer Reading (Initial)

Exterior Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Interior Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Fluid Levels Checked?

- ☐ Engine Oil
- ☐ Coolant
- ☐ Brake Fluid
- ☐ Power Steering Fluid
- ☐ Windshield Washer Fluid

Tire Condition

- ☐ New
- ☐ Good
- ☐ Fair
- ☐ Poor

Last Service Date

Enter date...

Technician Signature

Customer Paperwork & Finance

Completing all necessary sales agreements, registration forms, and financial documentation.

Customer Full Name

Write something...

Vehicle Price

Enter a number...

Down Payment

Enter a number...

Trade-in Value (if applicable)

Enter a number...

Contract Start Date

Enter date...

Financing Option Selected

- ☐ Cash
- ☐ Loan
- ☐ Lease

Copy of Driver's License

 Upload File

Customer Signature

Customer VIN

Write something...

Vehicle Orientation & Feature Demonstration

Walkthrough of vehicle features, controls, and safety systems for the customer.

Walkthrough of Key Features (e.g., Infotainment System)

Write something...

Explanation of Driver-Assist Systems (e.g., Parking Sensors, Adaptive Cruise Control)

Write something...

Demonstration of Connectivity Features (e.g., Bluetooth Pairing, Apple CarPlay/Android Auto)

Write something...

Explanation of Safety Features (e.g., Airbag System, Anti-lock Brakes)

Write something...

Infotainment Volume Level (Verified)

Enter a number...

Customer Acknowledgment of Feature Demo

Warranty & Service Explanations

Clearly explaining warranty coverage, maintenance schedules, and available service options.

Warranty Coverage Summary

Write something...

Warranty Duration (Months)

Enter a number...

Mileage Limit (Miles)

Enter a number...

Warranty Type

- ☐ Basic
- ☐ Extended
- ☐ Powertrain

Service Schedule Explanation

Write something...

First Scheduled Service Date

Enter date...

Service Package Included?

- ☐ Yes
- ☐ No

Delivery Confirmation & Customer Acknowledgement

Final check and confirmation of customer satisfaction, including document signing and key handover.

Customer Signature (Confirmation)

Customer Printed Name

Write something...

Date of Delivery

Enter date...

Delivery Specialist Name

Write something...

VIN (Vehicle Identification Number)

Write something...

Odometer Reading at Delivery

Enter a number...

Overall Customer Satisfaction (1-5)

- ☐ 1 - Very Dissatisfied
- ☐ 2 - Dissatisfied
- ☐ 3 - Neutral
- ☐ 4 - Satisfied
- ☐ 5 - Very Satisfied