

Vehicle Prep Form

STOCK # _____

YEAR: _____ MAKE: _____ MODEL: _____

Important: Miles: _____ COLOR: _____

1. Park the vehicle behind the building in the porters area.
2. Write on Get Ready Board.
3. Staple the keys to this form and give to service advisor.

CLEAN FOR DELIVERY FUEL FILL FOR DELIVERY
CLEAN FOR CUSTOMER VIEWING 5 GALLONS
CLEAN FOR THE SHOWROOM NONE
CLEAN FOR LOT DISPLAY

TIME PROMISED	
Day/Date: _____	TIME: _____

ADDITIONAL WORK TO BE DONE (REPAIR) _____

BILL INTERNAL CUSTOMER PAY

EQUIPMENT SWAP Describe _____

CREDIT Stock #	AMOUNT	CHARGE Stock #	AMOUNT
	\$0.00		\$0.00

ACCESSORY/AFTERMARKET TO BE DONE _____

BILL INTERNAL CUSTOMER PAY

VENDOR _____

SALESPERSON: CALL VENDOR AND SCHEDULE AFTERMARKET

EQUIPMENT SWAP OK'D BY: _____

CUSTOMER: _____ **CONSULTANT:** _____

If your delivery has additional work/aftermarket to be done, make a copy and give one to the service advisor and one to the porters.

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