



Pre-Repair Inspection Checklist Instructions

Purpose:

To document and thoroughly inspect the condition of the vehicle at drop-off in the presence of the customer in order to document any un-related damage. Unrelated damage is first an opportunity for an up-sell and secondly a liability in the event the unrelated damage is noticed only upon delivery.

Data input:

Customer: Enter customer's full name
Date: Enter the date the checklist is being filled out
R.O #: Enter the customer's R.O. number
Inspected by: Enter the name of the personnel whom is checking over the vehicle and completing the checklist

Codes: The codes listed on the right hand side of the checklist will be utilized on the other sections of the checklist.

Exterior/
Accessories: Go over each item listed and make a note of any Scratches/Paint defects/Chips, etc. (choose from the codes list or if problem is not listed use #10 other and make a note)

Example: Exterior/Hood Operation - For Instance, the hood is not working properly, so in the blank provided, enter the number (9) for Inoperable. Exterior/Headlamps – R/Inner – For Instance, the right inner headlamp is cracked, so in the blank provided, enter the number (5) for Broken / Cracked Part.

Continue this same procedure for each item.

There is also a section provided for any necessary comments and any additional repairs that were authorized by the customer. If additional repairs are authorized, check "yes", if not, check "No". If an appraisal is needed, check "Yes", if not, check "No".

The diagrams of the vehicle at the bottom, left side view and right side view of the vehicle, are provided so the location of any unrelated damage items can be noted.

Have the customer sign and date the checklist to document the condition of the vehicle at drop-off and to ratify the above decisions.

Pre-Repair Inspection Checklist

Customer : _____

Date: _____ R. O. #: _____ Inspected By: _____

Exterior:

- Hood Operation _____
- Door operation – Front Left _____ Right _____
- Door operation – Rear Left _____ Right _____
- Deck Lid / Tailgate operation _____
- Wiper Arms / Blades _____
- Radio / Antenna _____
- Horn _____
- Headlamps – R Inner _____ Outer _____
- Headlamps – L Inner _____ Outer _____
- Side Lights - Front Inner _____ Outer _____
- Side Lights – Rear Left _____ Right _____
- Tail Lamps Left _____ Right _____
- Brake Lights Left _____ Right _____
- Turn Signals – Front Left _____ Right _____
- Turn Signals – Rear Left _____ Right _____
- Heater / AC / Blower _____

Codes:

1. Scratch / Paint / Defects / Chips
2. Ding / Dent / Waves
3. Loose Molding
4. Overspray
5. Broken / Cracked Part
6. Mis-alignment
7. Rust
8. Missing Part
9. Inoperable
10. Other (specify)

Comments:

Additional Repairs Authorized:

Yes _____ No _____

Customer to be contacted with appraisal for additional repairs:

Yes _____ No _____

Customer Signature & Date:

Accessories:

- Door locks _____
- Seats _____
- Windows _____
- Mud Guards _____
- Running boards _____
- Audio equipment _____
- Wheel covers _____
- Broken / Damaged Glass _____
- Condition of Interior _____
- Trunk Empty _____
- Personal Effects Removed _____

