# Invenco Installation Check In/Check Out Document

It is very important that this Check-In and Check-Out list is completed for each site install. The proper completion of this list and **before and after photos** should reduce the accountability of site related issues prior to Invenco's install.

| Site Information | |
|---|---|
| Work Order # | |
| Site Name | |
| Date | |
| Address, City, & State | |
| Technician Company | |
| Technician Name | |
| Technicians Cell Number | |

| Walk Through | |
|---|---|
| Time of arrival | |
| Pre-Install Safety Meeting complete? | |
| List any current OPTs that are out of order | |
| List any dispensers that are out of order with description of issue(s) | |
| List any other pre-existing site issues | |

Call the Invenco Help Desk immediately if there is a conflict between this scope of work and on-site conditions. The Invenco Help Desk phone number is (877) 515 0939 – OPT 1.

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| Check-In | |
|---|---|
| # of Fueling Positions | |
| # of Dispensers | |
| Dispenser Manufacturer(s) and Model(s) on site | |
| Do the current OPTs have contactless payment enables? | ☐ YES  ☐ NO ☐ N/A |
| Do the current OPTs have loyalty enabled? | ☐ YES  ☐ NO ☐ N/A |
| Do the current OPTs have barcode scanning enabled? | ☐ YES  ☐ NO ☐ N/A |
| Do the current OPTs prompt for car wash? | ☐ YES  ☐ NO ☐ N/A |
| Do the current OPTs have media enabled? | ☐ YES  ☐ NO ☐ N/A |
| If yes, who is the media provider? | |
| Does the site currently have ADA card readers installed? | ☐ YES  ☐ NO ☐ N/A |
| **Take and save clear photos of all current dispensers/OPTs prior to completing the equipment swap.** | |

| Check-Out | |
|---|---|
| Work Order # | |
| Number of OPTs installed | |
| Model(s) of OPTs Installed | |
| Confirm EMV is processing outside | ☐ Check to confirm |
| Confirm all card readers are online | ☐ Check to confirm |
| Confirm Credit works at the OPT | ☐ Check to confirm |
| Confirm Debit works at the OPT | ☐ Check to confirm |
| Confirm Contactless works at the OPT | ☐ Check to confirm |
| Confirm Loyalty works at the OPT | ☐ Check to confirm |
| Confirm Barcode Scanning works at the OPT | ☐ Check to confirm |
| Confirm Carwash code is provided | ☐ Check to confirm |
| Confirm Media is working | ☐ Check to confirm |
| Confirm ADA Card reader is working | ☐ Check to confirm |
| Confirm OPTs are connected to the Invenco Cloud | ☐ Check to confirm |

| Check Out Continued | |
|---|---|
| Taught store personnel how to change and install printer paper into all OPT models? | ☐ YES  ☐ NO |
| Time Store was re-opened if shut down | |
| List any outstanding issues and list any pre-existing issues that were NOT resolved during install. | |

**Take and save clear photos of all new OPTs after the equipment installation has been completed.**

| Signoff | |
|---|---|
| Managers Name | |
| Managers Signature | |
| Date | |

When complete, email this document and all before and after photos to: install@invenco.com

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