

# Marc Heitz Chevrolet

## NEW VEHICLE DELIVERY CHECK SHEET

CUSTOMER \_\_\_\_\_

VEHICLE \_\_\_\_\_

CONSULTANT  
INITIALS

\_\_\_\_\_ CLEAN AND READY FOR DELIVERY

\_\_\_\_\_ WE OWE - COMPLETE FORM WITH DETAILS

\_\_\_\_\_ GIVE ORIENTATION OF DEALERSHIP AND SERVICE DEPARTMENT

\_\_\_\_\_ GIVE ORIENTATION DRIVE OF VEHICLE AND FILL TANK WITH GAS

\_\_\_\_\_ EXPLANATION OF FEATURES AND BENEFITS:

- SET CLOCK AND STATIONS
- CRUISE OPERATIONS
- DAYTIME RUNNING LAMPS AND LIGHT OPERATIONS
- ON STAR OPERATION AND REGISTRATION
- REMOTE FUNCTIONS AND PROGRAMMABILITY

\_\_\_\_\_ PRESENTATION AND COMPLETION OF OWNERS MANUAL

\_\_\_\_\_ PAPER TAG

\_\_\_\_\_ BUYERS ORDER COMPLETE WITH ALL INFORMATION REQUIRED

\_\_\_\_\_ COMPLETED THE SAMPLE SURVEY AND ADDRESSED ANY ISSUES NEEDED

\_\_\_\_\_ WHO WILL BE THE DRIVER OF THE VEHICLE? \_\_\_\_\_

Daytime Information		
Name \ Company		
Address		
City	State	Zip
Day Phone		
Evening Phone		

THE DELIVERY PROCESS OF THE NEW VEHICLE IS COMPLETE AND THE SALES CONSULTANT HAS COMPLETED THE ABOVE AND THE OWNER HAS NO FURTHER QUESTION AT THIS TIME.

\_\_\_\_\_  
CUSTOMER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SALESMAN

\_\_\_\_\_  
MANAGER