



# DELIVERY CHECKLIST

## Prepared For

CUSTOMER'S NAME

DELIVERY PERSON

VEHICLE IDENTIFICATION NUMBER (VIN)

Congratulations on your new Ford purchase! The Ford Commitment is a promise to do our best to satisfy your total transportation needs. As part of our commitment, we certify that all the pre-delivery items on the reverse of this form have been checked to help ensure your satisfaction with your new vehicle.

Sincerely,

Bozard Ford Lincoln Mercury

DEALER/GENERAL MANAGER'S SIGNATURE

## Quality Vehicle Check

- ☐ Pre-delivery inspection performed
- ☐ Vehicle road tested
- ☐ Idle quality
- ☐ Audio system (including Personal Audio System and speed-sensitive volume)
- ☐ Verified all factory accessories installed on vehicle
- ☐ Cleanliness inside
- ☐ Cleanliness outside

## Owner Guide

- ☐ Owner Guide
- ☐ Review any applicable Quick Reference Guide
- ☐ Reviewed Safety Advice Card
- ☐ I have personally explained the Owner Guide section on Safe Loading and Driving Practices.

SALE/DELIVERY PERSON'S SIGNATURE

DATE

## Delivery Document Review

- ☐ Explained delivery process
- ☐ Title document
- ☐ Registration work progress/procedures
- ☐ Financing documents
- ☐ Extended Service Plan (if applicable)
- ☐ Roadside Assistance Benefits/complete wallet card
- ☐ Warranty coverage and tire information
- ☐ Service Guide (Scheduled Maintenance Requirements)
- ☐ Review any applicable Owner Guide supplements i.e. SUV
- ☐ I have personally explained the new vehicle limited warranty coverages. I have explained that many of these vehicle documents and related information are also available online at the My Ford website for owners.
- ☐ I have personally reviewed and signed the Customer/Dealer Agreement and Pricing Sheet (Eligible Employees A/X/Z/D Plan Sales Only).
- ☐ Review supplemental Diesel Checklist (if applicable)

SALE/DELIVERY PERSON'S SIGNATURE

DATE

## Service Department Introduction

Explained how to obtain service

- ☐ Toured service department at time of - sale or - delivery
- ☐ Introduced customer to service department personnel
- ☐ Reviewed dealership service procedures
- ☐ Explained Service Loaner Program
- ☐ Set the first routine scheduled maintenance appointment

Appointment date: \_\_\_\_\_

REVISED 10/07 DC0FEQ

## Vehicle Presentation, Operating Features

Some operating features are optional and may not be included with your new vehicle.

### INTERIOR

- ☐ Keyless entry/key fobs
- ☐ Seat Adjustment, memory seat and 3<sup>rd</sup> row, if applicable
- ☐ Second Generation driver-side or driver-and passenger-side air bag
- ☐ Supplemental Restraint System (SRS)/side air bags
- ☐ Safety belts (adjustable D-rings)
- ☐ Operation of mirrors/Automatic-dimming day/night rearview mirror
- ☐ Automatic-dimming day/night rearview mirror
- ☐ Visors and front seat SRS warning for children
- ☐ Door locks/windows (window lock switch/flip-out windows/power locks/Childproof rear door locks)
- ☐ Interior hood, fuel filler, and trunk release levers

### SPECIAL FEATURES

- ☐ Audio system/set stations, clock operation/set time/rear controls/automatic volume and traffic controls/antenna location/operation
- ☐ Power Moonroof
- ☐ Audiocassette / CD player / CD changer / DVD operation
- ☐ Sirius® Satellite Radio demonstrated, channel line-up reviewed, and favorite channels preset
- ☐ Temperature, compass, statistics displays
- ☐ Navigation system
- ☐ Security system operation including SecuriLock® smartlock and perimeter anti-theft systems

### EXTERIOR

- ☐ Proper tightening of gas cap to seal
- ☐ Easy Fuel™ capless fuel filler system
- ☐ Tire pressure review

### TRUNK AND CARGO

- ☐ Spare tire/jack location and operation
- ☐ Emergency interior trunk release
- ☐ Liftgate operation
- ☐ Fuel inertia switch (in passenger compartment in some models)

### REAR SEATING AREA

- ☐ Flexible seating/storage positions
- ☐ Child seat anchors

### UNDER THE HOOD

- ☐ Fluid filler openings
- ☐ Battery charge indicators

### OPERATION

- ☐ Adjustable steering wheel and pedal operations
- ☐ Review payload capacity placard
- ☐ Vehicle starting procedures (starter interlock)
- ☐ Brake/shift interlock (automatic transmission)
- ☐ Anti-lock Brake System (ABS) / Traction Control System
- ☐ Operation of headlights, high beam, flasher, parking, interior, and fog lights
- ☐ Wiper and washer operation
- ☐ Climate control and front/rear defroster operation
- ☐ Speed control operation
- ☐ Review 4WD/AWD operation

## SYNC Orientation

Driving while distracted can result in loss of vehicle control. Only use mobile phones, even with voice commands, and other devices not essential to driving when it is safe to do so.

- ☐ Demonstrate bluetooth cellphone pairing procedure (use customer's phone when available)
- ☐ Demonstrate digital music player connection process and location of USB port (use customer's media player when available)
- ☐ Familiarize customers with location of SYNC controls and commands (audio headunit buttons/steering wheel buttons/voice activation and common voice commands)
- ☐ Ensure customer is aware of information resources (eg. location of quick reference guide, [www.syncmyride.com](http://www.syncmyride.com), and owner guide supplement)

## Checklist Review Customer Sign-Off

- ☐ I have a full tank of gas
- ☐ I have personally inspected my new vehicle. It is in good operating condition and damage free.
- ☐ Received copy of "The Consumer Guide to the Florida Lemon Law" booklet.
- ☐ Received "Dispute Settlement Board" brochure/application.
- ☐ I acknowledge that all items checked on this delivery form have been reviewed with me by my delivery person to my satisfaction.

CUSTOMER'S SIGNATURE

DATE

Customer email address \_\_\_\_\_