

ROADVANTAGE BUSINESS PROCESSING QC

Name:

Date:

BATCH TYPE QC (SELECT ONE)

Impact-Printed Contracts - With Remittance

- ☐ Contract count matches remittance
- ☐ Dealership on contracts matches check and remit
- ☐ Contracts align with sale authority
- ☐ Forms match DIF
- ☐ Programs match contracts
- ☐ Terms match contracts
- ☐ Contracts have customer signature
- ☐ Contracts not aged > 4 months

Impact-Printed Contracts - No Remittance

- ☐ Dealership on contracts matches check
- ☐ Contracts align with sale authority
- ☐ Forms match DIF
- ☐ Programs marked on contracts
- ☐ Terms marked on contracts
- ☐ Contracts have customer signature
- ☐ Contracts not aged > 4 months

E-Contracts - With Remittance

- ☐ Dealership on contracts match remittance and check
- ☐ Contract count matches remittance
- ☐ Remittance shows only e-contract #s
- ☐ Contracts not aged > 4 months

E-Contracts - No Remittance

- ☐ Dealership on contracts matches check
- ☐ Remittance created/downloaded and added to batch
- ☐ Remittance shows only e-contract #s
- ☐ Contracts not aged > 4 months

WORK FLOW CHECKLIST

- ☐ Search for duplicate batches
- ☐ Impact-printed contracts extracted to folder
- ☐ BR entry created
- ☐ Update daily check log
- ☐ Applicable notes made in BR

NOTES