

# Pre-Delivery Inspection

## Customer & Vehicle Details

Customer Name: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Year: \_\_\_\_\_ Reg. No.: \_\_\_\_\_  
Colour: \_\_\_\_\_ Mileage: \_\_\_\_\_ miles



## Interior Electrics & Operations

Seat Belts – Front (& Rear)	<input type="checkbox"/>	Mirrors – Interior & Exterior	<input type="checkbox"/>	Windows – Front & Rear	<input type="checkbox"/>
Wipers – Front (& Rear)	<input type="checkbox"/>	Ashtray & Cigarette Lighter	<input type="checkbox"/>	Glove Box (& lock)	<input type="checkbox"/>
Sun Visors (Sunroof & Blinds)	<input type="checkbox"/>	Horn	<input type="checkbox"/>	Seats – Adjustments & Cond.	<input type="checkbox"/>
Interior Panels – Fit & Cond.	<input type="checkbox"/>	Carpets & Trim – Condition	<input type="checkbox"/>	In Car Audio Test	<input type="checkbox"/>
Air Con/Climate/Heating/Fan	<input type="checkbox"/>	Front (& Rear) Washers	<input type="checkbox"/>	Navigation/DVD Player	<input type="checkbox"/>
Door Locks (& Central Locking)	<input type="checkbox"/>	Bonnet (& Boot) Release Lever	<input type="checkbox"/>	Security (Alarm & Immobiliser)	<input type="checkbox"/>

## Interior & Exterior Lights

Instrument Panel Lights	<input type="checkbox"/>	Interior Lights – Reading, Visor	<input type="checkbox"/>	Courtesy Lights (Doors)	<input type="checkbox"/>
Front Lamps – Main & Dipped	<input type="checkbox"/>	Fog Lights – Front & Rear	<input type="checkbox"/>	Side Lights – Front & Rear	<input type="checkbox"/>
Spot Lights	<input type="checkbox"/>	Rear Driving Lights	<input type="checkbox"/>	Indicators – All Round	<input type="checkbox"/>
Hazard Lights	<input type="checkbox"/>	Number Plate Lights	<input type="checkbox"/>	Brake Lights – Rear (& Third)	<input type="checkbox"/>

## Exterior Panels & Parts

Bonnet – Opening & Closing	<input type="checkbox"/>	Doors – Opening & Closing	<input type="checkbox"/>	Suspension	<input type="checkbox"/>
Exhaust Condition	<input type="checkbox"/>	Brake Pads – Lining & Hoses	<input type="checkbox"/>	Tyres – Condition & Tread	<input type="checkbox"/>
Wheel Bolts (& Locks)	<input type="checkbox"/>	Operation Of Convertible Roof	<input type="checkbox"/>	Body/Paint Work Cond.	<input type="checkbox"/>

## Engine Checks

Engine Oil	<input type="checkbox"/>	Brake Fluid	<input type="checkbox"/>	Power Steering Fluid	<input type="checkbox"/>
Washer Fluid	<input type="checkbox"/>	Engine Coolant	<input type="checkbox"/>	Radiator Fluid Level	<input type="checkbox"/>
Clutch Fluid	<input type="checkbox"/>	Battery Connections & Charge	<input type="checkbox"/>	All Belts – Tensions & Cond.	<input type="checkbox"/>

## Pre-Road Test Check

Instruments – Speedo, Etc.	<input type="checkbox"/>	Clutch Generation	<input type="checkbox"/>	Gear Change Operation	<input type="checkbox"/>
Brakes – Foot & Hand	<input type="checkbox"/>	Indicators – Self Cancel	<input type="checkbox"/>	Power Steering	<input type="checkbox"/>
Idle Rev Count	<input type="checkbox"/>	Wheels Balanced	<input type="checkbox"/>	Engine Sound	<input type="checkbox"/>

## Post-Road Test Check

Look Out For Fluid Leaks	<input type="checkbox"/>	Tune Radio & Set Clock	<input type="checkbox"/>	Idle Rev Count	<input type="checkbox"/>
Interior & Exterior Cleaned	<input type="checkbox"/>	Spare Wheel & Tools	<input type="checkbox"/>	Vehicle documents	<input type="checkbox"/>

**Repair/Replacement Details/Comments** *Some items in this multi-point check may not apply to all vehicles, i.e. items in brackets.*

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## Service Department

I confirm that all the items listed on this Pre-Delivery Inspection Form have been checked and repairs/replacements made where necessary.

Technicians Signature: \_\_\_\_\_ Service Manager: \_\_\_\_\_