

Vehicle Handover Form



Delivery Details

Date: _____ Time: _____

Weather Conditions (tick)

Good Average

Poor Very Poor

Method of Transportation

Driver Transporter Trailer Collection

Customer Details

Customer Name: _____ Contact Telephone: _____

Delivery / Customer Address: _____

Post Code: _____ Mobile: _____

Vehicle Details

Make: _____ Model: _____ Year: _____

Reg. No.: _____ Colour: _____ Mileage: _____ miles

Pre-Handover

PDI Completed Handbook Pack Completed Interior & Exterior Clean Sufficient Fuel In Tank

Extras as Ordered Finance Documents Correct Body & Paintwork Checked Spare Wheel

Valeted Stereo Warranty Documents Correct

Handover

DEMONSTRATION OF CONTROLS

AND EQUIPMENT

Door Locks

Windows

Seat Adjustment

Steering Column Adjustment

Mirror Adjustment

Fascia Controls

Bonnet & Boot Release

In-Car Entertainment

Navigation System

Accessories

UNDERNEATH THE BONNET

Battery Location

Fluid Reservoirs

Dipstick Location

Oil Filter Location

Fuse Box Location

Windscreen Wash Reservoir

DOCUMENTATION

Owners Handbook Explained

Finance Document Explained & Signed

Warranty Documents Explained & Signed

AROUND THE VEHICLE

Tools/Spare Wheel

Jacking Points

Fuel Flap/Cap Location

Alarm System

Condition Of Vehicle

Please confirm that the vehicle you are receiving is: *in accordance with your order and correct in both specification and documentation; that the vehicle's condition meets your expectations and that the handover process was carried out to your satisfaction.*

Customer's Name (CAPITALS): _____ Signature: _____

Sales Person: _____ Signed: _____

Customer Feedback
