

Englewood Volvo Deal Checklist

Customer _____ Salesperson# _____ NJ Deal Y / N

Stock# _____ Customer# _____ Deal Date _____

Deal# _____ Spec Comments _____

Sales Reps Prior To Billing

- | | |
|---|--|
| <input type="checkbox"/> Buyers Order Form MUST SHOW COMPLETE DEAL
<input type="checkbox"/> Copy Driver's License
<input type="checkbox"/> Proof of Insurance
<input type="checkbox"/> Signed Credit Application
<input type="checkbox"/> CVR Please note: You must check the trade in box if there is a trade.
<input type="checkbox"/> Is there a trade in? Yes / No If yes... check if customer has TITLE and LEIN RELEASE. | <p style="text-align: center;">Email? Yes / No</p> <input type="checkbox"/> Deal Loaded Properly
<input type="checkbox"/> Proof of Owner Loyalty COPY OF REG & INS
<input type="checkbox"/> Check Driver Rewards
<input type="checkbox"/> If Transfer – Copy of Old Reg
<input type="checkbox"/> ACV Sheet |
|---|--|

Finance Manager At Delivery

- | | |
|--|--|
| <input type="checkbox"/> Schedule Delivery Date

<input type="checkbox"/> R/O Completed
<input type="checkbox"/> Approval
<input type="checkbox"/> Stips
<input type="checkbox"/> Check if Deal Loaded Properly
<input type="checkbox"/> Check MRM / Rates
<input type="checkbox"/> Miles on New Car
<input type="checkbox"/> Rebate Form – Owner Loyalty
<input type="checkbox"/> We Owe
<input type="checkbox"/> COD / Copy of D.R. Credit
<input type="checkbox"/> Copy of Window Sticker
<input type="checkbox"/> CVR
<input type="checkbox"/> Remaining Payments? Yes / No | <input type="checkbox"/> Power of Attorney

<input type="checkbox"/> Temporary Sticker
<input type="checkbox"/> Odometer Statement
<input type="checkbox"/> Lemon Law
<input type="checkbox"/> Privacy Notice
<input type="checkbox"/> Out of State ST-10 NY
<input type="checkbox"/> DTF-802 NY
<input type="checkbox"/> MV-82 NY
<input type="checkbox"/> Invoice
<input type="checkbox"/> Signed Contract
<input type="checkbox"/> Application Verification Form
<input type="checkbox"/> Application Insurance Form
<input type="checkbox"/> Application of Ownership |
|--|--|

Trade In

- | | |
|--|--|
| <p>Trade Mileage _____</p> <input type="checkbox"/> ACV Sheet
<input type="checkbox"/> Payoff Verified
<input type="checkbox"/> Did you check the trade in box on the CVR? | <input type="checkbox"/> Trade Title – Check Names on Title
<input type="checkbox"/> Authorization to Payoff – Signed
<input type="checkbox"/> Power of Attorney
<p style="font-size: small;">If customer does not have the title and lein release, we then need</p> <input type="checkbox"/> Duplicate Title P/W 2 Forms = \$60 |
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