

BUSINESS OFFICE CHECK SHEET

TO BE COMPLETED & SIGNED BY BUSINESS MANAGER AND SUBMITTED
TO ACCOUNTING OFFICE WITHIN 18 HOURS OF DELIVERY

CLIENT _____

DELIVERY DATE _____

STOCK NO. _____

CONSULTANT _____

- MONEY RECEIPTED OR GUARANTEED CHECK
- BILL OF SALE
- PURCHASE AGREEMENT (SIGNED)
- SALES / COMMISSION CARD
- F & I RECAP SHEET
- MILITARY TAX EXEMPT - FORM ST-178 (OR APPLICABLE TAX AMOUNT IN LIEU OF FORM)
- FINANCE OR LEASE AGREEMENT W/ WINDOW STICKER (MONRONEY)
- MILITARY CONSENT FOR HONDA (WAIVER OF PRIVACY)
- CORPORATE RESOLUTION (IF APPLICABLE)
- CREDIT APPLICATION (SIGNED) BLUE INK ONLY MCDANIELS PRIVACY NOTICE
- CBI REPORT (IF PRINTED)
- BUSINESS OFFICE MENU
- CYA FORM
- EXTENDED SERVICE AGREEMENT OR DECLINATION
- CO-SIGNOR AGREEMENT
- DRIVER'S LICENSE COPY
- INSURANCE VERIFICATION
- TITLE APPLICATION (FORM 400) OR OTHER STATE (MVR1, ETC.) PAPER TAG VALIDATED FOR 45 DAYS
- AFFIDAVIT OF SALE (PTO IF NEW TAG)
- TRADE AFFIDAVIT(S) OF SALE
- TRADE TITLE(S) (SIGNED ON BACK)
- TRADE REGISTRATION CARD
- TRADE CERTIFICATION FROM CLIENT (1/03)
- TRADE VERIFIED INTO INVENTORY (P CAR)
- PAY OFF VERIFICATION (10 BUSINESS DAY DUE DATE)
- TRADE SPOA(S)
- TRADE APPRAISAL FORM(S) (SIGNED BY APPRAISER & CLIENT/OWNER WITH PROPER DATE)
- HANDWRITTEN PURCHASE AGREEMENT SIGNED BY MANAGER & CLIENT
- WE OWE (SIGNED BY CLIENT ON ALL DEALS, INTERNAL FIGURES ONLY)
- THANK YOU LETTER
- CLIENT FOLLOW-UP FORM
- REGISTRATION WITH MANUFACTURER (NEW & CERTIFIED)

NEW VEHICLE

- MANUFACTURER'S DELIVERY PORTFOLIO (ALL APPLICABLE SIGNATURES)
- DAMAGE WAIVER (IF APPLICABLE)
- BUYER'S GUIDE (DEMOS)
- FOLLOW-UP SHEET COMPLETED W/ 2 SIGNATURES SERVICE INTRO VERIFICATION

USED VEHICLE

- BUYER'S GUIDE WHOLESALE VEHICLE DISCLAIMER, IF APPLICABLE CPO FOLDER CARFAX

OUT OF STATE

- FORM ST-385 (SIGNED WITH SSN) 20 DAY TAG RECEIPT

I VERIFY THAT THE ABOVE CHECKED ITEMS HAVE BEEN COMPLETED. _____.

(Business Manager's Signature)

EXPLANATION FOR ITEMS NOT COMPLETED: _____

