



Salesperson Delivery Checklist

Motorcycle / ATV

Dealer Name: _____ Dealer No.: _____ Phone: (____) _____

Purchase Date: _____ Model: _____ VIN: _____

SALESPERSON QUALITY CONTROL CHECK

- Unit checked against sales order to verify correct VIN
- Set-Up and Pre-Delivery Checklist complete/all signatures in place
- All requested accessories installed
- Vehicle is washed and clean
- Engine starts easily, idles at proper RPM
- Vehicle is free of coolant, fuel and oil leaks
- Fit and finish is acceptable
- Fuel tank is FULL

SALESPERSON ADMINISTRATION CHECK

- License and registration forms completed
- Financing and all documents complete
- Insurance application forms completed/binder issued
- Warranty registration completed correctly
- Delivery file contains all documents needed for review (warranty booklet, accessory brochure)

CUSTOMER INFORMATION CHECK

The customer has received the following documents:

- A copy of the warranty booklet and explanation of the warranty policy
- An Owner's Manual and an explanation of its contents and of the importance of reading the manual

The customer has received the following information:

- An explanation of and recommendation to use an approved helmet and other safety apparel
- An explanation of the importance of safe operation and the benefits of receiving professional training
- A tour of the dealership, including a review of available accessories and safety apparel. Introductions to the parts and service managers and/or receipt of their business cards. Mention of the dealership's hours of operation
- Review the Owner's Manual
- A reminder of the first service and cost

Comments: _____ Initials: _____

I have reviewed the items checked above with the customer named below.

Salesperson Name: _____
(Please Print)

Salesperson Signature: _____ Date: _____

I acknowledge the items checked above have been reviewed with me and explained to my satisfaction.

Customer Name: _____ Phone: (____) _____
(Please Print)

Customer Signature: _____ Date: _____
(If the customer is under the age of 18, the parent or guardian must sign and indicate their relationship)

PRE-RIDE INSPECTION

Inspection and operation procedures that should be performed before each ride and a review of pre-ride inspection procedures (perform as applicable):

- Tires – check condition and air pressure, check rims for damage
- Spokes – check for tightness, damage
- Drive chain – check adjustment and lube
- Oil – check level, check for leaks
- Coolant – check level, check for leaks
- Fuel – check level, check for leaks
- Front and rear brakes – check operation
- Engine stop switch – check for proper function
- Sidestand switch – check proper operation
- Location of tool kit and the Owner's Manual pouch

CONTROL FAMILIARIZATION (while sitting on motorcycle):

- Throttle operation
- Front and rear brakes
- Lighting switches / handlebar switches
- Clutch
- Demonstrate any unique (to the motorcycle /ATV) controls or features
- All accessories and controls

Operating Procedures

- Starting Procedures – electric and kick start
- Break-in procedures