

# Englewood Volvo

## Deal Checklist

Customer \_\_\_\_\_ Salesperson# \_\_\_\_\_ NJ Deal Y / N

Stock# \_\_\_\_\_ Customer# \_\_\_\_\_ Deal Date \_\_\_\_\_

Deal# \_\_\_\_\_ Spec Comments \_\_\_\_\_

### Sales Reps Prior To Billing

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

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| <input type="checkbox"/> Schedule Delivery Date<br><br><input type="checkbox"/> R/O Completed<br><input type="checkbox"/> Approval<br><input type="checkbox"/> Stips<br><input type="checkbox"/> Check if Deal Loaded Properly<br><input type="checkbox"/> Check MRM / Rates<br><input type="checkbox"/> Miles on New Car<br><input type="checkbox"/> Rebate Form – Owner Loyalty<br><input type="checkbox"/> We Owe<br><input type="checkbox"/> COD / Copy of D.R. Credit<br><input type="checkbox"/> Copy of Window Sticker<br><input type="checkbox"/> CVR<br><input type="checkbox"/> Remaining Payments? Yes / No | <input type="checkbox"/> Power of Attorney<br><br><input type="checkbox"/> Temporary Sticker<br><input type="checkbox"/> Odometer Statement<br><input type="checkbox"/> Lemon Law<br><input type="checkbox"/> Privacy Notice<br><input type="checkbox"/> Out of State ST-10 NY<br><input type="checkbox"/> DTF-802 NY<br><input type="checkbox"/> MV-82 NY<br><input type="checkbox"/> Invoice<br><input type="checkbox"/> Signed Contract<br><input type="checkbox"/> Application Verification Form<br><input type="checkbox"/> Application Insurance Form<br><input type="checkbox"/> Application of Ownership |
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### Trade In

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| <p>Trade Mileage _____</p> <input type="checkbox"/> ACV Sheet<br><input type="checkbox"/> Payoff Verified<br><input type="checkbox"/> Did you check the trade in box on the CVR? | <input type="checkbox"/> Trade Title – Check Names on Title<br><input type="checkbox"/> Authorization to Payoff – Signed<br><input type="checkbox"/> Power of Attorney<br><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 = <b>\$60</b> |
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