# NEW VEHICLE CHECK SHEET

## PRE-DELIVERY INSPECTION

**Car Serial No.**

**Engine No.**

**Make/Model**

**Ignition Key**

**Color**

**Preliminary Inspection**

**Transit Damage**

## Shortages

- Tool Kit
- Hub Caps
- Spoke W/ Tire
- Side Curtains
- Clock

- Wipers: Arms/Blades
- Owners Manual
- Horn
- Tonneau Cover
- Misc.

## Equipment - Install Assemblies Removed for Shipment

- Bumpers
- Windshield
- Wipers

- Mirror
- Heater Connections
- Tighten Wheel Nuts
- G Fit Hub Caps

## Fluid Levels

- Radiator
- Engine Oil
- Transmission
- Steering Box
- Battery

- Axle (s)
- Brake Master Cyrl.
- Clutch Master Cyrl.
- Windshield Washer

- Do not overfill

## Chassis

- Lubricated Grease
- Fittings & Oil Points
- As Per Service Manual
- Drip Plugs
- Engine
- G/Box & Overdrive
- Axle (s)
- Fuel Tank

- Check Wheels (5) for Run Out & Static Balance
- Oil Pan Bolts
- Check Hydraulic Lines
- Fuel Lines
- Mountings

- Shock Absorber
- Steering Box/Rack
- Idler
- Exhaust System
- Check Tyre Press (51)

## Road Test

- Ign Warning Light/Ammeter
- Oil Gauge/Warning Ltr.
- Fuel Gauge
- Temp Gauge
- Clock
- W/Shield Washers
- W/Shield Wipers
- Radio

- Acceleration
- Clutch
- Brakes
- Speedometer (mph)
- Speedometer Trip
- Overdrive
- Automatic Trans.
- Squeaks & Rattles

## Final Preparations

- Wash
- Polish
- Check Tool Kit
- Owners Manual
- Warranty Cart.
- Owners Service Policy

- Fit Carpets/Mats
- Clean Glass
- Install License Plates
- Explain After Sales Service

- Warranty

Appointment for 500 Mile Oil Change
500 MILE OIL CHANGE

Date ___________________ RO Number ___________________ Mileage ___________________

Engine ☐ Transmission ☐ Axle(s) ☐ Anti-Freeze ☐

1000 MILE INSPECTION

Date ___________________ RO Number ___________________ Mileage ___________________

1. Inspect oil level in engine, rear axle, gearbox and steering.
2. Inspect battery, tighten terminals, and top up. Do not over-fill.
3. Adjust tires to correct pressure.
4. Lubricate door locks, bolts, and hinge pins.
5. Inspect for water, oil, and gas leaks.
6. Adjust fan belt if necessary.
7. Check working of all electrical equipment.
8. Inspect braking system, add fluid, and adjust if necessary.
9. Check clutch pedal free play.
10. Check toe-in and steering connections.
11. Tighten cylinder head, manifold, carburettor, side covers, oil pan, oil filter mounting.
12. Check tappet clearances and re-set if necessary.
13. Examine and adjust if necessary spark plugs and distributor points.
15. Road test car. Check operation of all instruments, engine, gearbox, and rear axle.

4000 MILE INSPECTION

Date ___________________ RO Number ___________________ Mileage ___________________

1. Inspect oil level in engine, gearbox, rear axle, and steering.
2. Inspect battery, clean and tighten terminals, top up if required.
3. Adjust tires to correct pressure and inspect for uneven wear.
4. Inspect for water, oil, and gas leaks.
5. Adjust fan belt if necessary.
6. Check working of all electrical equipment, including rate of charge.
7. Inspect braking system and adjust if necessary.
8. Ensure that there are no hydraulic leaks.
9. Check clutch operation.
10. Inspect steering operation.
11. Tighten cylinder head and manifolds.
12. Check tappet clearances and re-set if necessary.
13. Adjust distributor points and, if necessary, ignition timing.
14. Check working of automatic ignition controls.
15. Clean out carburettor and fuel pump filter.
16. Inspect shock absorbers for leaks.
17. Tighten all nuts and bolts, including universal joints, wheels, bumpers, fenders, etc.
18. Road test car. Check operation of all instruments, engine, gearbox, and rear axle.