

Date In \_\_\_\_\_ Time \_\_\_\_\_ Date Due \_\_\_\_\_ Time \_\_\_\_\_

# QUALITY ASSURANCE CHECKLIST



Customer Name \_\_\_\_\_ Birth date (Day/Month) \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ License # \_\_\_\_\_

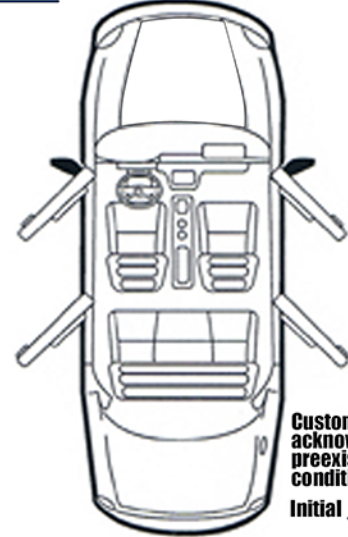
**INTERIOR WORK:** Work done by: \_\_\_\_\_ Mgr Approval: \_\_\_\_\_

Please note any preexisting conditions

- | Ordered                  | Completed                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Trunk-jam, underneath trunk lid' floor, sides, spare area.              |
| <input type="checkbox"/> | <input type="checkbox"/> | Carpet-floor, doors, between & under seats, back window area.           |
| <input type="checkbox"/> | <input type="checkbox"/> | Overhead Upholstery-sun visors, overhead sides                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Seat Belts-front and back   |
| <input type="checkbox"/> | <input type="checkbox"/> | Seats-clean & protect, under seat belts, armrest, sides, back headrests |
| <input type="checkbox"/> | <input type="checkbox"/> | Vinyl-sides, back window area, Upholstery                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Doors-armrests, switches, levers, mouldings                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Dash and Console-instrument Panels, Vents                               |

- | Ordered                  | Completed                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Ashtrays & Cup holders-front, back, sides |
| <input type="checkbox"/> | <input type="checkbox"/> | Glove Compartment                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Windows-Sunroof, front, back, sides       |
| <input type="checkbox"/> | <input type="checkbox"/> | Mirrors-Side view, rearview, sun visor    |
| <input type="checkbox"/> | <input type="checkbox"/> | Remove Decals                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____                               |

Additional Information:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Customer acknowledges preexisting conditions  
 Initial \_\_\_\_\_

**EXTERIOR WORK:** Work done by: \_\_\_\_\_ Mgr Approval: \_\_\_\_\_

Please note any preexisting conditions

- | Ordered                  | Completed                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Painted Surface-check bottom of sides, front and rear spoilers      |
| <input type="checkbox"/> | <input type="checkbox"/> | Chrome Surfaces-moulding, front and rear bumpers, mirrors, tailpipe |
| <input type="checkbox"/> | <input type="checkbox"/> | Vinyl/Convertible Top- clean and dress                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Wheel Wells-clean and/or paint                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Tires-clean and dress   |
| <input type="checkbox"/> | <input type="checkbox"/> | Wheels-clean and polish   |
| <input type="checkbox"/> | <input type="checkbox"/> | Doors Jams  |
| <input type="checkbox"/> | <input type="checkbox"/> | Engine Clean  |
| <input type="checkbox"/> | <input type="checkbox"/> | Wheel Well Guards   |
| <input type="checkbox"/> | <input type="checkbox"/> | Door Guards and Mouldings   |
| <input type="checkbox"/> | <input type="checkbox"/> | Plastic/Rubber Bumpers and Mouldings                                |

- | Ordered                  | Completed                |                                    |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Windows and Mirrors                |
| <input type="checkbox"/> | <input type="checkbox"/> | Windshield Wipers-Windshield grill |
| <input type="checkbox"/> | <input type="checkbox"/> | Grill                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Remove Decals-Bumpers and windows  |
| <input type="checkbox"/> | <input type="checkbox"/> | Gas Cap Door                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Cracks & Crevices-Emblems          |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____                        |

Additional Information:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Customer acknowledges preexisting conditions  
 Initial \_\_\_\_\_

Additional Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date Completed \_\_\_\_\_ Time \_\_\_\_\_

Customer acknowledges the completion of agreed upon services and is satisfied with the quality of said services.

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_