



CAR DELIVERY CHECKLIST

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Documents	Checked
Invoice of Car - Check Model, Sub Model Details	
Payment Receipts - All Payments done for Accessories, RTO etc	
Insurance Copy (Matching Model, Sub Model, Engine, Chasis no. as in Invoice)	
Plan Details Mentioned on Insurance (Comprehensive, Zero Dep or Platinum Policy)	
Original Set of 2 Keys of Car + Original Set of 2 Keys of Gear Lock	
Pollution Certificate (with Validity of 1 yr)	
Warranty Papers (Car, CNG Kit if installed, Parking Sensor if installed etc)	
Temporary Registration Copy (Should have same Engine, Chasis no. as in Invoice)	
Road Side Assistance Copy, Numbers	
Owner Manual & Service Booklet	

Car Inspection

Check Accessories (Matting, Mud Flaps, Accessories or as purchases or committed)	
Odometer Reading Less than 70 Kms	
Inspected Exterior & Interior of Car - Scratch Free, Neat & Clean	
Check Lights, Horn, Starting Car, Indicators, Music System, AC etc	
Asked Sales Consultant to Give Demo	
Take Photos of Car	

Payment Calculation
Net Agreed Price of the Vehicle as per Sales Contract (A)
Ask Dealer Loan Disbursement Amount Received (Not the Loan Amount) (B) **
Initial Payment Made as Booking and Other Payments (C)
Balance Payment Required to be made to Dealer (A-B-C)

** There can be instance where dealer collects PF from customer, but takes Waiver from Bank
If Loan is not disbursed - Take a receipt or confirmation on Dealer letterhead for collecting PF Amt

Congratulations on your New Car !!

Happy Motoring