



# Shipping Day Checklist

Everything to do the day your vehicle is picked up and the day it is delivered.

Print it and tick the boxes as you go.

## The night before pickup

Wash the exterior so existing chips and scratches are visible

Photograph all four sides, roof, wheels, interior and odometer with timestamps

Leave roughly a quarter tank of fuel - no more

Remove toll transponders and parking passes (we are not responsible for tolls or fees in transit)

Empty the interior and trunk of all personal belongings

Remove or lower aftermarket antennas, spoilers and bike racks

Charge the battery and check tire pressure so the car rolls and steers

Set aside one working key for the driver and keep your spare

## Morning of pickup

Confirm the driver's ETA window and cell number

Park in an open area with room for a 75-foot truck, or agree on a nearby lot

Notify your gate or HOA of the truck's arrival if required

Disable alarms and toll tags; note any starting quirks in writing

Have your photo ID and booking confirmation on hand



## **Loading and the Bill of Lading**

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- Walk the vehicle with the driver before it is loaded
- Confirm every existing scratch, chip, dent and curbed wheel is marked
- Verify soft-tie straps over the tires, not chains on the frame or suspension
- Check the carrier's MC number matches your dispatch confirmation
- Sign only after the condition report matches what you see
- Keep your signed copy of the Bill of Lading - it is your claim document

## **While the vehicle is in transit**

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- Save the driver's number and your coordinator's number
- Expect roughly 400 to 500 miles of progress per day
- Confirm the delivery contact, address and access notes 24 hours out
- Arrange payment in the agreed method (certified funds or card as booked)

## **Shipping Day Checklist**

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### **At delivery**

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- Inspect in daylight, before signing anything
- Compare against your pickup photos, panel by panel
- Check under bumpers, wheels, glass and the undercarriage



Note any new damage on the Bill of Lading before the driver leaves

Take delivery photos matching your pickup set

Start the vehicle and confirm it drives normally

Pay the carrier per the agreed terms and keep the receipt

## **If something is wrong**

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Document it on the Bill of Lading at delivery - unsigned damage is hard to claim

Photograph the damage from multiple angles with the truck in frame

Call (239) 273-4649 the same day so we can open the carrier claim

Get a written repair estimate; the carrier's cargo policy is the responding coverage