
Dealer & workshop transfer checklist

For dealerships, workshops and detailers moving stock. Getting these details onto the job up front means the driver is never standing in your yard waiting on a key or a contact.

Moving cars regularly? A trade account gets you priority booking, agreed rates and one monthly invoice.

THE JOB

- ☐ **Rego, VIN or stock number**
Whichever your system runs on. It goes on the job and the invoice.
- ☐ **Make, model and whether it drives**
Non-runners need different gear and a longer window.
- ☐ **New, used, or customer car**
Changes how we protect it and who we report condition to.

ACCESS AND TIMING

- ☐ **Where the truck stands at each end**
Loading zone, side street, rear dock.
- ☐ **Key handover process**
Front desk, key safe, service advisor by name.
- ☐ **After-hours or before-open**
Tell us up front and we will schedule for it.

CONDITION AND PROTECTION

- ☐ **Existing damage documented before pick-up**
Our photo report is timestamped at both ends.
- ☐ **Protective film, plates or trade covers**
Tell us what must stay on and what comes off.
- ☐ **Anything not to touch**
Loose trim, fresh paint, wet detail, aftermarket aero.

BILLING

☐**Purchase order or job reference**

We put it on the invoice so your reconciliation is clean.

☐**On-account or per-job payment**

Accounts get consolidated monthly billing.

Questions, or want us to walk you through it?

We answer the phone 24/7.

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