

- ___ **Before Leaving:** one store for another store, check the Run Board & see if you need to take anything with you.
- ___ **Before Leaving:** **Call** the store that you are going to "**YOURSELF**" and ask if anything is needed from the store where you currently are that isn't yet listed on the run board. List who you TALK TO here: _____
- ___ **Before Leaving:** make sure all items taken to another store are clean, full, tagged, working properly, and all accessories listed are loaded and secured, Notify both sending and receiving stores if anything is not up to speed. Note any issues on contract with detail on a "NOTE" added to it. **Take pictures of the equipment before loading equipment. Include pictures of: cosmetic condition of equipment (4 sides), Hour meter, and fuel gauge, and completed checklist.**
- ___ **Before Leaving:** write (or have written up) a rental contracts in **triplicate** to transfer equipment between stores. The person generating the contract signs initials or signs it verifying what is being transferred. The driver also signs it. The original contract stay at the sending store and the driver takes the other two copies with him.
- ___ **When Departing:** Take all paperwork required (i.e. rental contract for rental equipment being transferred and/or transfer slip for inventory sales items and parts.)
- ___ **Upon Arrival:** have store's staff where you are dropping off items check in all items being dropped off and confirm that all items are tagged, working, and accounted for (merchandise inventory, rental equipment, parts, accessories, supplies, etc.). Have the transfer contract's "check in" copy & "driver" copy signed by the staff member who checked it in. Take both copies to the counter & have the contract closed out. The receiving store keeps one copy and the driver keeps the other signed copy.
- ___ **For Merchandise, Parts, & Supplies:** have items unloaded, counted, and verified by the receiving store's staff. Have the "receiver" sign the transfer slip verifying accuracy of the transfer. Give the receiving store the original initialed slip and make a photo copy for the driver.
- ___ **Before Returning:** **(from "EVERY" job site and "EVERY" store, vendor, or other stop), call your home store** and ask if anything else is needed from where you are or if you need to make any other stop before returning.