

Delivery

___ **Before Delivery:** Call and confirm that the customer (or his agent) will be at the job site to receive the equipment at the set time (UNLESS OTHERWISE ARRANGED ahead of time per management). Confirm the items being delivered are the right equipment for the job, the meeting time, job site address, directions, and confirm that no changes have been made since the last confirmation.

___ **Prep:** Re-check and make sure that all reserved items have been preloaded and properly secured on an "appropriate" vehicle and trailer as needed. Start equipment to make sure it is still operational.

___ **Departing:** Take all necessary paperwork. (This include contract copies for deliveries, operating instructions, credit card slips to be signed, transfer slips (between stores), tablet, pick up tickets for pick ups, etc.

___ **Upon Delivery:** Make sure the customer is using the proper equipment for the job they are working on.

___ **Upon Delivery:** Unload unit at the job site and take pictures of: _____ **the customer's ID**, _____ **** (4 side views – **showing cosmetic condition & jobsite in background)**, _____ **hour meter**, and _____ **fuel gauge**.

___ **Upon Delivery:** Prequalify the delivery job site. Make sure it is a legitimate job site. Make sure the job site and equipment is secure before leaving equipment that will be left on site overnight. If anything seems shady, before leaving the equipment, call your manager for approval. Along with Customer's ID, you can take pictures of vehicle plates, job site conditions, etc. and send pictures to your manager before leaving the site.

___ **Upon Delivery:** Give customer & operators safe and proper use instructions for all delivered items. Have the service tag signed. Attach it to the Original Contract upon return.

___ **Before Departing Job Site:** Give customer (and others on site) a catalog(s) & promotional aids.

___ **Upon Return to store:** Email pictures of the equipment and Completed Driver Checklist to your store with the contract # #####D_CAT-ITEM #. (i.e. **7526642D_1560-100**) in the subject of the email. Send it to the traffic email address: traffic@chetsrentall.com

___ Attach this form to the open contract. :download:`Driver Delivery Checklist <forms/DriverDeliveryChecklist.pdf>`