

Morning of: **Pick Up**

Driver: _____ Date: _____

- ___ **Before Pick Up:** **“Call the customer”** (or agent) and confirm the unit is ready for pick up and someone will be at the job site when we come. Verify approximate pick up time, that unit is “accessible” and key is available.

- ___ **At Pick Up:** Discuss with the customer/agent and record the equipment condition (damage, fuel level, hours meter, cleanliness, etc.) at the times of the pick up.

- ___ **At Pick Up:** Give customer or his representative copies of our rental catalog(s), and appropriate literature and promotional items

- ___ **At Pick Up:** **Call your “home branch before” leaving ANY and EVERY site** (including customer job sites, branch locations, other retail or vendor locations or office, etc.)

- ___ **At Pick Up:** *Before loading equipment at the job site, take pictures of: ___ ___ ___ ___ (4 side views) of **the cosmetic condition** of each unit, ___ **the hour meter**, and ___ **the fuel gauge**.*

- ___ **At Pick Up:** Check the condition of all equipment being picked up and add notes to the contract as needed. (note returned items counted and listed, cleanliness, damage conditions, hour meter status, fuel needed, counts, etc.)

- ___ **At Pick Up:** Have the customer or his agent signed the contract or pick up slip with the notes listed on it. Make sure the name and signature are readable.

- ___ **Upon Return:** Refuel the equipment upon return and notify the counter of, the fuel needed, the hour meter reading, any new damage, cleaning time (if necessary), all returned items, note any missing items, etc.

- ___ **Upon Return:** Email pictures **of the equipment and Completed Driver Checklist** to your store with the contract **#####P & CAT-ITEM #**. (i.e. 7526642P 1560-100) Send it to the store’s Email Address: storenamedpu@chetsrentall.com

- ___ **Attach this form:** to the “Closed” contract