



Pre-Transport Car Preparation Checklist

Preparing for Transport:

- Remove ALL personal belongings (with the exception of standard vehicle equipment such as the spare tire and jack).
- Remove coverings such as spare tire cover, grill cover or car cover.
- Remove non-built-in, after-market, and custom products (such as bike, luggage or ski racks; radio, CD, TV or DVD interfaces; spoilers, ground effects, fog lights and bumpers; car phones; garage door openers; parking passes and toll tags; GPS systems).
- Make sure the battery has a full charge and is secure in the mounting bracket.
- Make sure that the tires are properly inflated.
- Make sure to repair any leaking or mechanical issues; if you are unable to do so, notify your transporter beforehand.
- If transporting a convertible, secure the top as tightly as possible.
- Top off all fluids in the car
- Run down your gas tank to between $\frac{1}{4}$ and $\frac{1}{2}$ full
- Disconnect, disable or turn off all alarm systems
- Fully retract or remove all antennas
- Fold down side car mirrors

Preparing Your Records:

- Make a personal, date-marked record of any chips, dents, scratches or other cosmetic damage.
- Take date-marked pictures of the car from several angles as well as close-up shots of any damage.

Preparing for Inspection:

- Thoroughly wash your vehicle.
- Document mechanical problems and write down any special steps needed to drive your car on and off the trailer (including problems starting or stopping your car). Give these instructions to your driver.
- Verify the driver's official notes about existing damage on the Bill of Lading.