

# ELECTRIC VEHICLE DELIVERY DAY CHECKLIST

## 1) Verify Vehicle Information

- Verify your full name and address on your paperwork.
- Confirm the vehicle's VIN matches your paperwork.

## 2) Inspect Exterior

- Inspect body exterior paint for defects, such as chips & scratches.  
Observe all panel gaps. Look for panel misalignment, narrow gaps and extra wide gaps. Check the gaps around the frunk, charge port, between doors, headlights and roof panels with extra care.
- Inspect wheels for damage or scratches, and that all wheels have valve stem covers on tires.

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- Inspect all glass for signs of distortion, scratches, or cracks.
- Check for proper windshield and windshield trim installation.
- Inspect all edges of the roof glass panel and rear window.
- Test all doors to ensure they open and close without issue. Be sure to check that the panels are not rubbing against each other.

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- Test opening and closing of the trunk with auto-close button. The door should latch and seal automatically.
- Test opening and closing of the frunk—be sure to check that there is no visible wear on the edges due to rubbing of panels.
- Ensure door windows auto-close completely when doors are closed.
- Check all front and rear exterior lights for signs of internal condensation.
- With all doors open, inspect the weather seals around door gaps and windows for correct alignment.

## 3) Sit in Driver's Seat

- Check for any error messages on the display.  
 Touch the "Tesla T" at the top of the screen to bring up the "About Your Tesla" window. Tap the unicorn drawing to access the Sketch Pad. Leave the Sketch Pad up for a minute to make sure there are no phantom touches happening on the display (drawing will appear if this is the case).
- Test the driver and passenger door emergency release buttons. Located underneath the handle.
- Open and close all four windows from the driver seat to make sure controls work properly.
- Test the HVAC, listen for strange noises on both hot and cold settings.

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- Test the sound system to ensure all speakers are working (move fade/balance to all four points to verify).
- Test all steering wheel controls.
- Honk the horn.
- Look out of windshield from driver's seat and check for any distortion.
- Test the windshield wipers.
- Test the rearview camera.
- Check side mirrors for proper operation of folding and position adjustment (should have minimal noise when moving the positions).
- Check sun-visor operation and mirror condition.
- Check the rearview mirror for any warping or distortion.

## 4) Interior Inspection

- Inspect interior seat upholstery, door surfaces, dashboard, liner & carpets (including rear seats, frunk, and trunk).

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- Check the windshield and windows for ripples in the glass.
- Check the clothing hooks for proper operation.
- Check all seat belts for proper operation—they should not squeak.
- Check that the rear seats can fold-down properly.
- Try to lift the bottom of the back seats to ensure they are securely attached to their base.

## 5) Test Connectivity

- Test connectivity in all USB ports (1 USB-A/1 USB-C in the front, 2 USB-C in the rear).
- Check 12-volt DC outlet.
- Test functionality of wireless phone chargers in the front console.
- Check Bluetooth connectivity to phone and test features like music streaming, unlock, etc.
- Test both key cards to ensure they work on the B-pillar.

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## 6) Verify Lighting Throughout Vehicle

- Vanity mirror lights, front overhead driver & passenger dome lights.
- Rear overhead left & right-side lights.
- Driver & passenger foot wells, driver & passenger door pockets
- Rear left & right door pockets
- Driver & passenger door puddle lights.
- Console middle compartment light, Console rear compartment light.
- All door latch button lights, All door window button lights.
- Steering wheel control lights.
- Glovebox light (check glovebox opening and closing).
- Frunk light.

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- Trunk lights (2)
- Fog lights
- Headlights (low & high-beam).
- Front park lights.
- Front turn signal lights, Left & right-side turn signal lights.
- Rear running lights.
- Brake lights.

## 7) Tesla App

- Verify that your car is marked as delivered on your phone app and that all features are working on the phone app.

## 8) Test Charging

- Check the charge port door for proper operation and alignment.

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Check charge port indicator light.

Ensure the vehicle will accept a charge at the Supercharger at the delivery center.

## THINGS TO BRING WITH YOU

Bring written or digital proof of your down payment having been made and the final payment details.

Bring proof of insurance.

Your trade-in car

Any accessories you want to install immediately.

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