

# Tesla Delivery/Collection Checklist

## Things to take with you

- Driving license
- Details of any finance, proof of payments
- Insurance documents.
- V5c of any trade in
- Keys, paperwork, etc of any trade in

## Paperwork and legals

- Check VIN matches paperwork
- Check number plates match paperwork, front and rear
- Check your name and address is spelt correctly on Tesla paperwork
- Check finance details again including part ex valuation

## Exterior before driving away

- Check the model is the correct one
- Check any optional extras are fitted
- Check the paintwork for blemishes, damage including dents, stone chips and swirl marks.
- Look down each side of the car at an angle and try and catch the light so any dents show up
- Check for gaps are even around each panel and roughly similar from panel to panel.
- Check panels, glass and lights are flush, check along the length of seems as they can be flush at one end but not at the other (e.g. top and bottom of door).
- Check the alloy wheels and tyres for any damage, primarily around the rim, but the wheels can also have damage on the spokes. Check valve caps are in place.
- Check the glass and lights for chips and cracks, especially the rear glass on an M3.
- Check for condensation in the lights, and while a small amount is normal, make sure anything that worries you is at least discussed.
- Check all doors and windows work.

## Interior before driving away

- Check for any obvious damage and marks to the seats and all surfaces including the headliners and boot.
- Check any accessories are present. You should at least have a Tow hook, UMC charger with appropriate adapter in a bag and Type 2 cable.

- On Model S/X check the CCS adaptor is supplied (new cars)
- Check mileage. It should be relatively low at no higher than 50 miles if new unless the car is an ex demo car.
- Check rear view camera, if necessary, select reverse to do so.
- Check surfaces for any scratches especially any high gloss surfaces (varies by model)
- Operate windows making sure operation is smooth
- Check basic operation of the main screen checking for responsiveness

## Before you drive away

- Pair phone with the car. Turn on SMS notifications if required on your phone.
- Check state of charge and determine whether you need to charge before getting home
- Familiarise yourself with the basic controls of headlights, windscreen wipers and hazard lights.
- Select what ever you want to listen to if at all.
- Decide whether you want to set up Pin to Drive and if so, set the password now.

## Once home

On [tesla-info.com](https://tesla-info.com) we have a listed a range of additional checks to do once home and over the following days. Tesla have various return policies but we strongly suggest getting any issues logged and agreed within 7 days, issues that may seem minor within 100 miles especially if Tesla can claim they may have been caused in use, and 1000 miles in all other circumstances. You can log these with photographs using the app.

On [tesla-info.com](https://tesla-info.com) we also provide a list of things to do with the car including connecting to your home wifi. We recommend these are done as they can help avoid some potential issues in ownership.