GUEST SHEET

Shottenkirk JASPER

Guest Name: ______ Visit Date: ______ Visit Time: ______

How did you hear about us? ______ Sales Associate: ______

VEHICLE SELECTION

Are you interested in? ❑ New ❑ Used ❑ Best Value

Year ______ Make ______ Model ______

Notes: ______

Mileage Parameters (If considering pre-owned) ______

Equipment Preference #1: ______

Equipment Preference #2: ______

Optional: ______

Exterior: ❑ Lighter ❑ Darker ❑ Other ______

Interior: ❑ Lighter ❑ Darker ❑ Other ______

TRADE VEHICLE INFORMATION

Is this vehicle? ❑ Financed ❑ Leased ❑ Owned

Year ______ Make ______ Model ______

Trim Level ______ Color ______ Mileage ______

What is/was the monthly payment? ______

If financed, what is the exact payoff? ______

If leased, how many payments remain? ______

Which lender (bank) is the vehicle financed or leased with? ______

If owned, do you have the title with you? ❑ Yes ❑ No

DESIRED VEHICLE BUDGET

Monthly Payment	Down Payment

(Maximizing your down payment results in lower monthly payments, less interest paid, better equity position, more flexible trade-cycle, and a potentially better financial package from lenders.)

GUEST INFORMATION

Legal First Name: ______

Legal Last Name: ______

Street Address: ______

City: ______ State: ______ Zip: ______

Best Contact Number: (   ) ______

Best Email Address: ______

What is your preferred method of contact? ❑ Text ❑ Call ❑ Email

Will anyone else be involved in this purchase decision? ❑ Yes ❑ No

(if Yes, then who) ______

How would you currently rate your credit from **1** (lowest) to **10** (highest)?

❑ 1 ❑ 2 ❑ 3 ❑ 4 ❑ 5 ❑ 6 ❑ 7 ❑ 8 ❑ 9 ❑ 10

MANAGER INTRODUCTION

VISIT PLANNING SECTION

1	Vehicle Selection	
2	Trade Evaluation	
3	Vehicle Presentation	
4	Vehicle Demonstration	
5	Credit Verification	
6	Present Purchase Options	
7	Finalize Paperwork	7

**customizations in step order may result in additional time required to complete transaction*

Manager:______________________ Time:__________

I have obtained the guest's drivers license and verified that it is the correct person ❑ , it is currently valid (not expired) ❑ , and that the home address is correct ❑.

TRADE HISTORY

YES	NO		YES	NO	
❑	❑	Are you the vehicle's original owner?	❑	❑	Has the vehicle ever been repainted?
❑	❑	Do you have the original keys? How many _____?	❑	❑	Has the vehicle ever been smoked in?
❑	❑	Did you regularly service the vehicle?	❑	❑	Have the tires been replaced in the last 6 months?
❑	❑	Do you have all of the service records?	❑	❑	Was an extended service contract purchased?

Has the vehicle ever had (check all that apply): ❑ Hail damage ❑ Flood damage ❑ Body damage ❑ Major mechanical repairs

Please describe the issue(s) from above: ______________________________

____

TRADE CONDITION

Please rate the below 10 key condition areas on your trade on a scale from 1-8 with 8 being the best current condition.

_________ **Tires** - How many Miles are on the current set of tires? ______________

_________ **Brakes** - When was the last time the brakes were serviced? ______________

_________ **Paint & Body** - Are there any scratches or dents larger than 2 inches? ______________

_________ **Glass** - Are there any stars, chips, or cracks anywhere on the glass? ______________

_________ **Maintenance** - Has all required maintenance been performed? ______________

_________ **Interior** - Are there any stains or damage to the interior? ______________

_________ **Wheels** - Are there any scrapes or scuffs on any of the wheels? ______________

_________ **Electronics** - Are all electronics working as designed? ______________

_________ **Suspension** - Does anything feel off with the suspension? ______________

_________ **Engine** - Are you aware of any known current mechanical issues? ______________

TRADE CONDITION SCORE (this is the sum total of the 10 key condition areas above)

If you did not trade this vehicle in, what is the next service, maintenance item, or repair that would be needed?

____

Please note with an **X** the location of any scratches, dents, glass damage, or body damage on the vehicle. If the vehicle Is a truck, SUV, or van then place the X in the closest approximate area.