Pre-Pickup Checklist for Shipping Your Car

From the days before pickup to delivery day. Print this page and tick it off.

A few days before — Gather your documents and keys, and check the car.

Day before — Wash it, photograph it, empty it.

At pickup — Walk the car with the driver and check the Bill of Lading.

At delivery — Inspect, note any new damage, then sign.

Documents and people — A few days before

- [ ] Keep your booking confirmation and the contact details of the company you booked.
- [ ] Have a valid photo ID ready for pickup and delivery.
- [ ] Have one key that starts and steers the car ready for the driver.
- [ ] You do not need the title to ship a car. Keep it at home.
- [ ] If someone else will be there, give them the keys, your booking details and a written note or email authorizing them.
- [ ] Confirm with the company you booked how and when the delivery balance is paid.

Fuel, alarm and the car itself — A few days before

- [ ] Leave about a quarter tank of fuel.
- [ ] Check the battery is charged and the tires are inflated.
- [ ] Have any fluid leak fixed first, and tell the company about it if you cannot.
- [ ] Turn off the alarm, including any aftermarket alarm.
- [ ] Fold in the mirrors and retract or remove the antenna.
- [ ] Remove or secure loose accessories: bike racks, roof boxes, removable spoilers.
- [ ] Write down any quirks (hard starting, a sticky parking brake) and tell the driver.
- [ ] If the car does not run, or sits low or is modified, confirm the company knows.



Leave about a quarter tank of fuel.

Personal items — Day before

- [ ] Remove everything from the glove box, console, door pockets, seats and under the seats.
- [ ] Anything left in the trunk is at the company's discretion and at your own risk. Ask first, and when in doubt, take it out.
- [ ] Remove the toll transponder (E-ZPass or similar) so it does not charge you along the route.
- [ ] No people or pets ride in the car.

Clean it and photograph it — Day before

- [ ] Wash the car so scratches and dents show.
- [ ] Photograph every panel, all four corners, the roof, wheels, bumpers and interior, plus close-ups of existing damage.
- [ ] Photograph the odometer.
- [ ] Email the photos to yourself so they carry a timestamp.



Photograph all four corners, the roof and the odometer.

At pickup: the Bill of Lading — At pickup

- [ ] Walk around the car with the driver, slowly, in good light.
- [ ] Make sure every existing scratch, dent and chip is marked on the Bill of Lading diagram.
- [ ] Check the odometer reading written on it.
- [ ] Sign only when the written condition matches what you see.
- [ ] Take your copy, and photograph it.



Every existing scratch, dent and chip goes on the diagram.

At delivery: inspect, note, then sign — At delivery

- [ ] Inspect the car in good light against the pickup Bill of Lading and your photos before you sign.
- [ ] Note each new scratch, dent or chip on the Bill of Lading, then sign.
- [ ] Photograph anything new right away.
- [ ] Take any damage up directly with the company you booked. Do not repair it first.
- [ ] Keep both Bills of Lading and all photos for at least 90 days.

90 days

Keep both Bills of Lading and all photos for at least 90 days.

Vehicle _____ **Pickup date** _____ **Company booked** _____ **Driver phone** _____

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