



2016

All Vehicles

Audi Vehicle Detail Report

Stock No.

Dealer Number

R.O. No.

VIN

Model

Reminders

- ▶ **WARNING: DO NOT use accessories (radio, etc.) while performing detail, as this can discharge the battery.**  
Refer to TSB 2009967 for Detailer responsibilities, specific use of chemicals, and for part numbers to order materials.
- ▶ **WARNING: Only operate power convertible top with engine running to conserve battery power (A5/S5 Cab, R8 ONLY)**
- ▶ **WARNING: DO NOT allow convertible top to remain in a partially opened or partially closed position for longer than 5 minutes. This will cause the top to stop functioning and will require service (A5/S5 Cab, R8 ONLY)**
- ▶ **WARNING: DO NOT treat vehicle parts painted with matte finish paint using polishing materials or hard wax. NEVER use protective wax. It can destroy the matte finish effect. Only use a microfiber cloth for cleaning (R8 ONLY)**

Exterior – Prior to Delivery

- Remove protective covering  
**\*WARNING: For A3 ONLY - Soak full body cover with water before removal (see TSB 2037319 for details)**
- Wash/Dry vehicle exterior including inside door jambs and under trunk
- Inspect painted surfaces/molding/glass and remove any residue
- Inspect body for paint defects and damage
- Check interior floors, sunroof, trunk, front and rear windshield, and all windows for water leaks
- Apply either 3M™ Performance Finish Wax or 3M™ Perfect-It™ Show Car Paste Wax to wax the vehicle (3M™ Perfect-It™ Show Car Paste Wax ONLY on R8 and DO NOT USE ON MATTE PAINT FINISH)
- Clean front and rear windshield using 3M™ Glass Polishing Compound. Refer to TSB 2020552 for details
- Apply 3M Performance Finish wax to the wheels (**except chrome wheels**) to protect rims from brake dust
- Ensure tire pressure is set to Normal Load Condition prior to delivery. SEE/PRINT TABLE FROM SERVICENET.

Under Hood – Prior to Delivery

**WARNING: DO NOT TOUCH ORANGE HIGH VOLTAGE WIRES (Q5 hybrid only)**

Under Hood – Prior to Delivery (continued)

- Wipe down engine compartment and remove excess water from grille and hood area.  
**IMPORTANT: DO NOT use dressings or chemicals containing silicone!**

Interior – Prior to Delivery

- Clean all glass/sunroof (if equipped/interior rear view mirror and visor mirrors)
- Remove all trim protection/coverings/stickers/decals  
**WARNING! Do not remove airbag warning triangle/warning labels**
- Check upholstery/clean as required
- Check for excessive grease on seat tracks/clean as required
- Check all interior surfaces/compartments (including sun visors/headliner) for marks or fingerprints. Clean as required
- Vacuum carpet
- Check luggage compartment and vacuum
- Install front/rear floor mats (including locking clip/tabs if applicable)/check that color matches

Final Detail Quality Inspection

- Re-inspect vehicle for surface scratches, swirl marks, paint chips, dents, wax residue, dust, or lint, preferably in an area where vehicle is to be delivered. If this is not possible, inspect vehicle in shop under fluorescent lights or in bright sunlight

Detailer

I certify that all operations have been completed and this vehicle has been prepared in accordance with Audi Procedures and Quality Standards, and has met the standards for Perfect Delivery.

Detailer Signature

Completion Date