Client _____

Stock No. _____

Delivery Date _____

VIN _____

Pre-Delivery

Ensure Final Vehicle Quality Inspection Is Completed

☐ Ensure that customer has requested activation of Audi connect®; activate Audi connect® prior to customer arrival at MyAudiconnectcom. Only if Audi connect "Request to Initiate Services" and AT&T Terms & Conditions have been signed. Applies only to vehicles equipped with Audi connect® (USA only)

☐ Deactivate the connection prompts for the online services via TEL function button > Settings > Data connection > Data connection settings > Data connection > select "Without request" (USA only)

☐ Inspect exterior for damage, dings, dents and surface scratches

☐ Check interior for cleanliness, grease marks and damage

☐ Verify that vehicle is equipped as specified and that all accessories have been installed

☐ Repair all defects prior to customer delivery

☐ Check that floor mats are locked in place

☐ Ensure that the high voltage battery is charged to full for customer delivery

Customer Priority Topics

How long would the client like to spend on topics today? _____

1. _____

2. _____

3. _____

Priority Delivery Topics

☐ Audio and Entertainment System Controls

☐ Hands-Free Communication

☐ Trunk, Hatch, Tailgate

☐ Heating, Ventilation, Air Conditioning (HVAC)

☐ Navigation System

☐ Cruise Control

Exterior

☐ Demonstrate how to operate the tailgate via remote control master key, driver's door and tailgate. Adjust height to customer's preference.

☐ Show how to open the fuel door using the release in the driver's door

☐ Advise the customer that Audi recommends using top-tier detergent gasoline with a minimum octane rating of 91 AKI (95 RON) For gasoline engines only

☐ Advise the customer to use only oil that meets Audi standards: VW 502 00/505 00 for gasoline engines

Interior

☐ Demonstrate how to operate exterior lights

☐ Demonstrate how to operate interior lights

☐ Demonstrate the multifunction steering wheel

Interior (continued)

☐ Demonstrate the driver information system and explain the scroll function via the steering wheel controls

☐ Explain Star (*) button on the steering wheel – If in the Preset Station List, press the * button to cycle through presets If in Station List, press * button to cycle through station list

☐ Demonstrate how to adjust and activate heated mirrors

☐ Explain the windshield wiper and washer functions

☐ Demonstrate how to adjust the seats

☐ Demonstrate how to activate heated seats

☐ Show mirror and steering column adjustments

☐ Show how to adjust the seat belt

☐ Show how to adjust comfort arm rest

☐ Demonstrate sunroof and sunshade operation

☐ Demonstrate glovebox operation

☐ Show Homelink® location and set up (if equipped)

Audi

Client
_____

Interior (continued)

☐ Demonstrate valet function (ensure that it is not activated)

☐ Show how to manually set the clock, daylight savings time and time zone

☐ Demonstrate climate control functions

☐ Explain the tire pressure monitoring system (TPMS), where to find the correct pressure for each tire, and how to reset the the system in the MMI®

☐ "Passenger Side Airbag Off" light: Explain that it illuminates if no occupant in passenger seat or if occupant is "out of position"

Owner's Documents

☐ Owner's manual, MMI® manual and other manuals as equipped

☐ Warranty & Maintenance Booklet (stamp to confirm PDI was completed): Adhere "vehicle identification label" from the vehicle trunk to the inside cover of the Warranty & Maintenance Booklet prior to delivery

☐ Review the recommended maintenance schedule Explain the importance of getting the Warranty & Maintenance Booklet stamped for each maintenance performed

☐ Provide Audi Care information

☐ Tire Warranty Booklet: Explain coverage from tire manufacturer

☐ Help customer program the 24-hour Roadside Assistance number into their phone: 1-800-411-9988

☐ Take the Quick Questions & Answers Guide from the glove box, open it, and demonstrate how to use it with the customer

☐ Explain the "text to phone" features for viewing tutorials on a smartphone or at the Audi Technology website: wwwauditechnologycom

☐ Lemon Law Rights Booklet or Lemon Law Notice as required by law

Introduce MMI Controls

☐ Review the MMI® controls and basic functionality (function switches, control buttons, volume dial, "MENU" button and the "BACK" button)

☐ Demonstrate how to use the MMI® touchwheel (if equipped)

☐ Input letters, numbers, symbols, add a space, delete a character

Media Overview

Radio (AM/FM/SAT)

☐ Explain the scanning/tuning functions

☐ Show the customer the radio manual seek feature. Select the FM Band > Functions. Turn control knob to Tuning/Channels and press the knob

Radio (AM/FM/SAT) (continued)

☐ Walk the customer through the steps to program favorite radio stations (press and hold knob)

☐ Explain to the customer that they have a free three-month subscription to Sirius Satellite Radio and demonstrate how to get to the satellite band. Show them the SiriusXM Satellite Radio insert from the glove box, point out the station guide list and demonstrate presetting a station of their choice for them

☐ Explain the settings for the Bang & Olufsen® system (if equipped)

Bluetooth Capability

☐ Pair the customer's phone with the vehicle and store customer's contacts. Refer to wwwaudicom/bluetooth for compatible phone list

☐ Demonstrate how to answer, ignore and end calls

☐ Demonstrate dialing from directories/phonebook/call lists (received, missed, dialed calls)

☐ Demonstrate making a call via voice and steering wheel commands

☐ Demonstrate 3-way calling (enable in the MMI® under Telephone > Settings > Call options > 3-way calling)

☐ Ask the customer if they would like to have the Audi Technologist phone number added to their phone contacts: 1-855-750-TECH (8324)

☐ Demonstrate Bluetooth® audio streaming

CD/DVD Media

☐ Show the location and demonstrate the operation of the AMI interface and standard iPod® cable

☐ Explain the different available cable options for different media (ie iPod, USB, Aux, etc)

☐ Explain CD/DVD loading/unloading

☐ Supported file extensions and formats per MMI® manual

Jukebox

☐ Hard drive capacity (20 GB)

☐ Demonstrate importing and sorting from SD Card/Retail Audio CD. See owner's manual for supported file formats and maximum bitrates

Video Capability

☐ Demonstrate Video Playback using the SD media, Jukebox, & DVD media

☐ To view in car video tutorials, select the Car function button > Service wallet and follow the prompts

☐ Point out that these videos can also be viewed via wwwaudi-technologycom, & wwwaudiusacom/help/video-tutorials

Client

Voice Controls

☐ Have the customer complete the speech training to allow the Speech Dialogue System to learn and adapt to the customer's voice (Main Menu > Setup MMI > Speech dialog system > Individual Voice Training)

☐ Demonstrate the Speech Dialog System by using the voice command button on the steering wheel; e.g., accessing "Help," dialing a phone number, calling a contact, activating the radio, playing a CD/DVD or Jukebox, etc

Navigation

☐ Show how to input an address and a POI as the destination using the MMI® and voice commands (use Online Destinations if equipped with Audi connect®)

☐ Show how to customize "route criteria" (e.g., avoid toll roads) and "Settings"

☐ Show how to manipulate the map (zoom, scroll map area)

☐ Show how to repeat the last navigation announcement using the iNav steering wheel button

☐ Show how to enter a stopover

☐ Demonstrate how to "cancel" route guidance using voice commands ("Cancel route guidance") and the MMI® (NAV > Destination > Cancel)

☐ Show how to store a destination

☐ Explain the map update service: the car will receive an automatic maps update for free, once every 6 months (limited to a total of 5 updates)

Audi connect (if equipped) (USA ONLY)

☐ Ensure that the customer has requested activation of Audi connect®, and activate prior to customer arrival

☐ Provide an overview of the Audi connect® features, including: fuel prices, weather information, real-time news feeds, traffic reports (via your four-year SiriusXM subscription), Twitter®, flight information, and event information

☐ Show the customer how to use the Audi connect® app and all of its features: Car Finder, Travel Destinations, Picture Nav, Online Music Streaming

☐ Show traffic reports (via your 4 year SiriusXM subscription), fuel updates, weather information, and real-time news feeds

☐ Explain Wi-Fi® hotspot capabilities

☐ Have the customer set up their Wi-Fi® password via TEL > Settings > Network connection (Wi-Fi) Settings > Select "Password" Ask the customer to enter an easy way to remember the password of at least eight characters Then select "Apply Settings" to save it

☐ Explain the purpose of setting up a myAudi account at myaudi-usacom/Audiconnect

Audi connect (if equipped) (USA ONLY) (continued)

☐ Explain trial period for Audi connect® and how to extend service

☐ Point out that the Audi connect® brochure (located in the glove box) contains additional information for customer review after delivery

Orientation Drive

☐ Audi Advanced Key (if equipped): Show how to start vehicle using Start/Stop button. Explain that foot must be on brake when starting/stopping

☐ Show how to set the electromechanical parking brake

☐ Demonstrate front and rear park sensors. Show the customer how they can customize the volume through the MMI® under "Driver Assist > Parking Aid" (if equipped)

☐ Explain Audi drive select and how to select the various modes

☐ Explain Audi side assist functionality (if equipped): Activate by pressing the side assist button on the driver's side door. Show how to adjust the side assist light brightness in the MMI. Only works at speeds over 19 mph (30 km/h)

☐ Explain active lane assist functionality (if equipped). Activate system by pressing the button on the turn signal. Adjust steering wheel vibration in the MMI®. System only works at speeds of 40 mph (65 km/h) or more

☐ Demonstrate cruise control & ACC with stop & go function (if equipped)

☐ Explain the features of Audi pre sense® basic

☐ Explain the features of Audi pre sense® front (if equipped with ACC)

☐ Activate and demonstrate navigation system (if equipped)

Hybrid Technologies

☐ Demonstrate how to operate the EV modes in the vehicle. Push the EV button at a speed below 80 mph and check for lights on EV button and instrument cluster. Cycle through the different EV modes: EV, Hybrid, Hold Battery, and Charge Battery. These settings can be toggled through by pressing the EV button on the center console OR accesed through the MMI® via MENU > Car > Car systems > Charging & e-tron > e-tron mode. EV mode may or may not activate based on current operational criteria as described in the owner's manual

☐ Demonstrate the e-tron statistics screen within the MMI

☐ Review the EV operation. Explain the status message "READY" in the cluster and needle in the power meter that points to "READY"

☐ Show the energy flow display and efficiency menus in the instrument cluster and the MMI®

☐ Demonstrate how to set the charging timers and pre-climate settings

2016 A3 Sportback e-tron | Audi Delivery Guidelines

Audi

_____
Client

Hybrid Technologies (continued)

☐ Demonstrate how to access the charge port in the front of the car and use the vehicle's charger Show the customer how to use the different charge features and how to set up their charge preferences in the MMI® (if equipped with NAV)

☐ Show the customer how to use the emergency disconnect for the battery in case of an accident impacting the rear of the car

☐ Show the customer how to download the Audi A3 e-tron connect App, and demonstrate the features

Service Introduction

☐ Tour the service department and introduce the customer to the Service Manager and Service Consultant

☐ Set up first service appointment

☐ Ask the customer if you can program the service department's phone number into their phone

End the orientation drive in the service write-up area

Audi Brand Specialist

I certify that all operations have been completed and this vehicle has been prepared in accordance with Audi Procedures and Quality Standards.

_____   _____
Audi Brand Specialist Signature   Date

Would you like to schedule a Second Delivery?

☐ Yes _____   _____   ☐ No
           Date   Time

By signing, I confirm all items in this checklist have been thoroughly reviewed with me and the statements below are true.

▸ Vehicle is clean and free of problems
▸ Received all keys and owner's documentation
▸ Satisfied with features and controls explanations

_____   _____
Customer Signature   Date