



Audi

2017

A3/S3 Sedan & Cabriolet

Audi Delivery Guidelines

Client _____

Stock No. _____

Delivery Date _____

VIN _____

Delivery Inspection

Ensure that final vehicle quality inspection is completed

- Inspect exterior for damage, dings, dents and surface scratches
- Verify that vehicle is equipped as specified and that all accessories have been installed
- Check interior for cleanliness, grease marks and damage
- Check that floor mats are locked in place
- Ensure tire pressures are set to "normal Customer load" conditions and calibrate (store) the Tire Pressure Monitoring System (TPMS) prior to Delivery

- Repair all defects prior to customer delivery
- Ensure that customer has requested activation of Audi connect®; activate Audi connect® prior to customer arrival at MyAudiconnect.com. Only if Audi connect "Request to Initiate Services" and Terms & Conditions have been signed. Applies only to vehicles equipped with Audi connect® (USA only)

Customer Priority Topics

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

1. _____
2. _____
3. _____

Select Owner Priorities

- | | |
|---|---|
| <input type="checkbox"/> Audio system | <input type="checkbox"/> Navigation |
| <input type="checkbox"/> BLUETOOTH mobile phone pairing | <input type="checkbox"/> Seat fitting |
| <input type="checkbox"/> Driver assistance features | <input type="checkbox"/> Set-it and forget-it |
| <input type="checkbox"/> Media device ports | <input type="checkbox"/> Voice controls |

Exterior

- Advise the customer to use only oil that meets Audi standards
- Advise the customer that Audi recommends using top-tier detergent gasoline with a minimum octane rating of 91 AKI (95 RON)
- Spare tire
- Tool kit

Driver Controls

- Instrument cluster, driver information systems, and steering wheel controls
- Demonstrate how to operate exterior lights
- Demonstrate how to operate interior lights
- Automatic climate control

Driver Controls (continued)

- Power outlets
- Glove box
- Comfort front armrest
- Power windows: Driver-controlled lockout-switch passenger windows, power retention until front door is opened, one-touch up/down operation for all windows, pinch protection for all windows
- Power-adjustable, heated exterior side mirrors with power-folding, auto dimming, & memory (if equipped)
- Manual rear-side window sunshades
- Sunroof with sunshade, power tilt and slide features (Sedan only)
- Auto-dimming rear view mirror with digital compass (if equipped)



Client _____

Driver Controls (continued)

- Garage door opener (Homelink®) 3-channel remote transmitter in overhead console

Steering

- Demonstrate the multifunction steering wheel
- Tilt and telescopic adjustable steering column
- Steering wheel mounted shift paddles (if equipped)
- Heated steering wheel

Seating

- Demonstrate how to adjust the seats
- Driver and front passenger comfort head rests
- Heated front seats (three-step)
- Heated rear seats (three-step)
- Ventilated front seats (three-step)
- Split folding rear seats
- "Passenger Side Airbag Off" light

Owner's Documents

- Owner's manual, MMI® manual and other manuals as equipped
- 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: www.auditech-nology.com
- Tire Warranty Booklet: Explain coverage from tire manufacturer
- 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
- Lemon Law Rights Booklet or Lemon Law Notice as required by law
- Provide Audi Care information
- Help customer program the 24-hour Roadside Assistance number into their phone: 1-800-411-9988

Infotainment

- Review the MMI® controls and basic functionality
- Audi sound system

Infotainment (continued)

- Audi Music Interface
- Bang & Olufsen® sound system
- MMI® navigation plus (if equipped)
- MMI® touch with handwriting-recognition technology (if equipped)
- SD card slots
- SiriusXM® Satellite Radio with 90-day trial subscription (if equipped)
- HD Radio™ Technology
- Demonstrate the scanning, tuning, and seek functions, as well as how to save favorites
- Voice control
- BLUETOOTH® wireless technology & streaming audio for compatible devices
- Audi smartphone integration: Apple® CarPlay and Google™ Android Auto integration (if applicable)
- Audi smartphone integration: Apple® CarPlay and Google™ Android Auto integration
- Audi connect® with six-month trial subscription
- Inrix Online® Traffic
- Explain Wi-Fi® hotspot capabilities
- Explain the Nav-Data-Update process via the customer's My-Audi account
- Show how to manually set the clock, daylight savings time and time zone

Orientation Drive**Vehicle Systems**

- Idle start/stop efficiency system
- Electromechanical parking brake
- Tire pressure monitoring system (TPMS)

Driver Assistance

- Audi advanced key - keyless start, stop and entry with hands-free trunk release
- Explain the windshield wiper and washer functions
- High-beam assistant
- Parking system plus with rear view camera (front and rear acoustic sensors) (if equipped)
- Parking system plus with top view camera system (360° view, four cameras, four front and rear acoustic sensors)
- Cruise control with coast, resume and accelerate features



Client _____

Driver Assistance (continued)

- Adaptive cruise control with stop & go and traffic jam assist
- Audi pre sense® basic
- Audi pre sense front: Pedestrian and vehicle collision warning and braking initiation
- Audi active lane assist
- Audi drive select
- Audi side assist with Audi pre sense® rear: Rear cross traffic alert & Vehicle exit assist
- Traffic sign recognition (includes vehicle speed warning and sign recognition)

Cabriolet

- Power acoustic convertible roof (operable at speeds up to 31 mph) (Cabriolet only)

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