

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
- ☐ Complete myAudi registration, Audi connect trial activation, and key user verification prior to customer arrival. Ensure customer has agreed to Audi connect Terms & Conditions and has set the 4-digit S-PIN in the myAudi smartphone app.
- ☐ Complete the Key User Pairing in the vehicle (if equipped)
- ☐ Provide completed Audi phone box registration form to customer (if equipped)

## Customer Priority Topics

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

### Priority Delivery Topics

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Audio System</li> <li><input type="checkbox"/> BLUETOOTH® mobile phone pairing</li> <li><input type="checkbox"/> Driver assistance features</li> <li><input type="checkbox"/> Media device ports</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Navigation</li> <li><input type="checkbox"/> Seat fitting</li> <li><input type="checkbox"/> Set-it and forget-it</li> <li><input type="checkbox"/> Voice control</li> </ul> |
|---|---|

### Exterior

- ☐ Advise the customer to use only oil that meets Audi standards
- ☐ Advise the customer that Audi recommends using top-tier detergent gasoline that matches vehicle requirements

### Interior

#### 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
- ☐ Power outlets: USB-A and USB-C power outlets (in front), and two USB-A power outlets (in rear)
- ☐ Glove box

### Driver Controls (continued)

- ☐ Comfort front armrest
- ☐ Power 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, and auto dimming (if equipped)
- ☐ Panoramic sunroof with tilt, slide and power sunshade features
- ☐ Auto-dimming rear view mirror with digital compass (if equipped)
- ☐ Garage door opener (HomeLink®) in MMI touch screen (if equipped)
- ☐ Power tailgate open & close
- ☐ Foot sweep behind rear bumper (if equipped)
- ☐ Spare tire
- ☐ Tool kit with jack

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Client**Steering**

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

**Seating**

- ☐ Demonstrate how to adjust the seats
- ☐ Heated front seats (three-step)
- ☐ 40/20/40 split folding rear seats, with pulls between seat cushions
- ☐ "Passenger Side Airbag Off" light
- ☐ LATCH childseat-mounting points
- ☐ Removable cargo floor for access to spare

**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](http://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
- ☐ Audi smartphone interface
- ☐ Bang & Olufsen 3D sound system (if equipped)
- ☐ MMI® Navigation plus (if equipped)
- ☐ SiriusXM® Satellite Radio with 90-day trial subscription (if equipped)
- ☐ HD Radio™ Technology

**Infotainment (continued)**

- ☐ Demonstrate the scanning, tuning, and seek functions, as well as how to save favorites
- ☐ Voice control (customer has to accept EULA for online recognizer)
- ☐ BLUETOOTH® wireless technology & streaming audio for compatible devices
- ☐ Audi connect® with six-month trial subscription (if equipped)
- ☐ Explain Audi connect® CARE features (assistance and security systems available without subscription for a limited time)
- ☐ Wi-Fi® hotspot capabilities and 4G LTE connectivity (if equipped)
- ☐ Sirius/XM Online® Traffic (if equipped)
- ☐ Show how to manually set the clock, daylight savings time and time zone
- ☐ Review Audi Phone Box Customer Form and ensure Serial Number is listed

**Orientation Drive****Vehicle Systems**

- ☐ Electromechanical parking brake
- ☐ Tire pressure monitoring system (TPMS)

**Driver Assistance**

- ☐ Audi advanced key - keyless start, stop and entry, front doors & tailgate (if equipped)
- ☐ Explain the windshield wiper and washer functions
- ☐ Adaptive cruise control with stop & go (if equipped)
- ☐ Audi active lane assist (if equipped)
- ☐ Topview camera system (if equipped)
- ☐ Park steering assist (if equipped)
- ☐ Parking system plus (front and rear acoustic sensors) with rear cross traffic assist (if equipped)
- ☐ Rear view camera
- ☐ Audi drive select
- ☐ Audi side assist and lane departure warning (if equipped)
- ☐ Hill descent assist control

**Wrap up**

End the orientation drive in the service write-up area

- ☐ Tour the service department and introduce the customer to the Service Manager and Service Consultant
- ☐ Set up first service appointment



\_\_\_\_\_  
Client

**Wrap up (continued)**

- ☐ Ask the customer if you can program the service department's phone number into their phone
- ☐ Ask the customer if they would like to have the Audi Technologist phone number added to their phone contacts: 1-855-750-TECH (8324)

**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 New Vehicle Orientation?**

- ☐ 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



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## Audi Phone Box-Equipped Vehicles

Operation of the Audi Phone Box is subject to the following requirements of the Federal Communications Commission:

This is a CONSUMER device.

BEFORE USE, you MUST REGISTER THIS DEVICE with your wireless provider and have your provider's consent. Most wireless providers consent to the use of signal boosters. Some providers may not consent to the use of this device on their network. If you are unsure, contact your service provider.

You MUST operate this device with approved antennas and cables as specified by the manufacturer. Antennas MUST be installed at least 20 cm (8 inches) from any person.

You MUST cease operating this device immediately if requested by the FCC or a licensed wireless service provider.

WARNING. E911 location information may not be provided or may be inaccurate for calls served by using this device.

Make #      FKW

Model #     4M0 035 456 A

Serial #     FKW-\_\_\_\_\_