

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

<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 control

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



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
- 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)
- Tune to SiriusXM and show SiriusXM presets and customize based on customers listening preferences

Infotainment (continued)

- Show differences of SAT vs IP channels through the On Demand category in SiriusXM with 360L equipped vehicles
- HD Radio™ Technology
- 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



Client

Wrap up (continued)

- 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
- 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