



# Shipping Day Checklist

Enterprise Auto Transport | (239) 273-4649 | MC #774106 | USDOT #2273104

Everything to do the day your vehicle is picked up and the day it is delivered. Print it and tick the boxes as you go.

## The night before pickup

- ☐ Wash the exterior so existing chips and scratches are visible.
- ☐ Leave roughly a quarter tank of fuel - no more.
- ☐ Remove toll transponders and parking passes (we are not responsible for tolls or fees in transit).
- ☐ Empty the interior and trunk of all personal belongings.
- ☐ Remove or lower aftermarket antennas, spoilers and bike racks.
- ☐ Charge the battery and check tire pressure so the car rolls and steers.
- ☐ Set aside one working key for the driver and keep your spare.
- ☐ Charge your phone - your photo set is taken tomorrow, when the truck arrives.

## Morning of pickup

- ☐ Confirm the driver's ETA window and cell number.
- ☐ Park in an open area with room for a 75-foot truck, or agree on a nearby lot.
- ☐ Notify your gate or HOA of the truck's arrival if required.
- ☐ Disable alarms and toll tags; note any starting quirks in writing.
- ☐ Have your photo ID and booking confirmation on hand.

## Loading, photos and the Bill of Lading

- ☐ Take your photos WHEN THE TRUCK ARRIVES, not before. Pictures taken days earlier cannot be proven and insurers do not accept them.
- ☐ Photograph the front, the back and both sides of your car, plus the roof, wheels, interior and odometer.
- ☐ Photograph the driver's truck, the side of the cab showing the DOT number, and the license plate.
- ☐ Ask the driver for his driver's license and photograph it. Confirm this is the carrier we assigned you.
- ☐ Walk around the car and inspect it with the driver before it is loaded.
- ☐ Getting a copy of the Bill of Lading is YOUR responsibility - at pickup AND at delivery.
- ☐ If the carrier says he will email the Bill of Lading, check your email and confirm it arrived before he leaves.
- ☐ If the carrier rushes you and hands you the clipboard to sign, that is a red flag and your signal to slow down.
- ☐ If there is damage and the driver says to sign and he will take care of it, do not take him at his word. Write the damage on the Bill of Lading and photograph it - that is your evidence.
- ☐ Sign only after the condition report matches what you see, and keep your copy.
- ☐ Verify soft-tie straps over the tires, not chains on the frame or suspension.



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- ☐ Check the carrier's MC number matches your dispatch confirmation.

## While the vehicle is in transit

- ☐ Save the driver's number and your coordinator's number.
- ☐ Expect roughly 400 to 500 miles of progress per day.
- ☐ Confirm the delivery contact, address and access notes 24 hours out.
- ☐ Arrange payment in the agreed method (certified funds or card as booked).

## At delivery

- ☐ Inspect in daylight, before signing anything.
- ☐ Compare against your pickup photos, panel by panel.
- ☐ Check under bumpers, wheels, glass and the undercarriage.
- ☐ Note any new damage on the Bill of Lading before the driver leaves.
- ☐ Take delivery photos matching your pickup set.
- ☐ Get your copy of the delivery Bill of Lading - this is your responsibility.
- ☐ Start the vehicle and confirm it drives normally.
- ☐ Pay the carrier per the agreed terms and keep the receipt.

## If something is wrong

- ☐ Document it on the Bill of Lading at delivery - undocumented damage is hard to claim.
- ☐ Photograph the damage from multiple angles with the truck in frame.
- ☐ Call (239) 273-4649 the same day so we can open the carrier claim.
- ☐ Get a written repair estimate; the carrier's cargo policy is the responding coverage.