

ORDER INFORMATION
Order number
Customer name
Dealer Name
Dealer Account Number

RETAILER

Check and complete all boxes below before handing over the bike.

If customer does not present all forms of verification at time of pick-up/delivery, DO NOT finish the handover and schedule a new time for them to come in and complete the exchange.

Please return completed form within 7 days of collection to: Bike_checklist@trekbikes.com

Please call 1-800-585-8735 if you have any questions or concerns

PRE-HANDOVER CHECKLIST		Date	Initials
<input type="checkbox"/>	Bike arrived in store		
<input type="checkbox"/>	Bike built		
<input type="checkbox"/>	Bike inspection completed		
<input type="checkbox"/>	Customer contacted to collect/Home Delivery		
<input type="checkbox"/>	Customer collection/Home Delivery date booked		

HANDOVER CHECKLIST			
<input type="checkbox"/>	Customer presented original order email		
<input type="checkbox"/>	Order number checked and matches		
<input type="checkbox"/>	Customer home address checked and matches		
<input type="checkbox"/>	Customer presented photo ID	Form of ID:	
<input type="checkbox"/>	Customer presented payment card	Type of card:	
<input type="checkbox"/>	Last 4 digits of payment card matches store confirmation email		
<input type="checkbox"/>	Verified that bike size is correct for the customer		
<input type="checkbox"/>	Handover Completed by		
	Date		
	Customer Signature		