

## Bringing in your trade.

The big day has arrived and it is time to pick up your new Jayco Caravan. As part of the process we need to take possession of your trade in. At the time of the sale your van was assessed in a certain condition.

If there has been any change to that condition or any new damage we need to be notified.

We also need to be notified if any of the appliances no longer function or have operational issues.

Attached is a quick and easy check sheet that we hope will assist with the process.

Once again, we at Jayco Newcastle congratulate you on the purchase of your new caravan / motorhome and wish you many years of safe and enjoyable travel.

Thank you for your support and assistance in this matter.

Best regards,

Sales Manager

## CUSTOMER CHECK FORM

Customer:

Van details:

Van Rego:

**NOTE:** Please check the following on your van before bringing it in for trade over.  
Please tick the following off when completed:

	Yes
Toilet cassette empty and cleaned	<input type="checkbox"/>
Van cleaned inside and outside	<input type="checkbox"/>
Benches cleaned	<input type="checkbox"/>
Shower, toilet and sink cleaned	<input type="checkbox"/>
Fridge and freezer cleaned	<input type="checkbox"/>
Stove and cooktop cleaned	<input type="checkbox"/>
Awning cleaned	<input type="checkbox"/>
Personal Items all removed	<input type="checkbox"/>
Gas bottles full	<input type="checkbox"/>
Water tank full (1 tank only required)	<input type="checkbox"/>
All keys with van	<input type="checkbox"/>
All appliances are working	<input type="checkbox"/>
Annexe cleaned and complete	<input type="checkbox"/>
All books that came with van – inside van	<input type="checkbox"/>

Thank you your assistance with these items it will assist and save time with the delivery of your new van.

Sales Manager