

EV Delivery Day Pickup Checklist

Confirm the car is legally yours, safe to drive, able to charge, connected to your phone, and free of obvious delivery damage before you leave the lot. Skip detailing and accessory installs until later.

1. VIN

Match car, paperwork, insurance, app.

2. Keys/app

Pair while staff can still help.

3. Charge gear

Cable, adapters, port, storage.

4. Tires

Door-jamb placard pressures.

5. Warnings

No red/stop-drive unresolved.

VIN, documents, and money

- ☐ Match VIN on windshield, door jamb, contract, temp registration, insurance, and app.
- ☐ Confirm odometer, trim, battery, wheels, color, options, and promised accessories.
- ☐ Save purchase/lease, registration, warranty, roadside, and service contacts.
- ☐ Confirm incentives, trade-in payoff, finance terms, due-at-signing, and declined packages.
- ☐ Get missing gear, paint work, or software activation written on a due bill — not verbal.

App, keys, and accounts

- ☐ Install vehicle app; car shows with correct VIN under the ownership account.
- ☐ Pair phone key/digital key/key card/fob/PIN; test lock, unlock, climate, charge, location.
- ☐ Confirm roadside assistance and service scheduling are visible before adding co-drivers.
- ☐ Add vehicle payment method if needed for charging, subscriptions, or service.
- ☐ Install primary + backup public-charging apps; add payment; confirm free-credit/Plug & Charge rules.

Tires, warnings, service triggers

- ☐ Check pressures vs driver-door placard (not sidewall max); recheck cold at home if driven.
- ☐ Start car, wait for startup checks; review cluster, center screen, and app for active alerts.
- ☐ Do not leave with undocument red brake/steering/battery/HV/airbag or stop-drive messages.
- ☐ Document tire-pressure warnings that are not simple inflation fixes, plus repeated camera/sensor/infotainment faults.
- ☐ Yellow/info alerts only after staff documents the issue and confirms safe to drive.

Charging cable, adapters, trunk

- ☐ Open trunk, frunk, underfloor, and side cubbies against order/window-sticker list.
- ☐ Confirm mobile EVSE/cable, wall-plug adapters, and public adapters (NACS/CCS/J1772).
- ☐ Locate tow hook, inflator/mobility kit, wheel-lock key, mats, and safety gear if listed.
- ☐ Charge-port door opens, closes, and latches; cable stores without pinching trim.
- ☐ If anything is missing, ask standard vs purchased vs backordered — answer in writing.

Exterior and interior walkaround

- ☐ Paint, glass, mirrors, cameras, sensors, lights, charge-port: deep scratches, dents, transport damage.
- ☐ Doors, hatch, frunk, charge-port door open/close without rubbing; wheels/sidewalls checked.
- ☐ Seats, wheel, dash, headliner, carpets, cargo, screens: cuts, stains, loose trim, broken clips.
- ☐ Test seats, mirrors, windows, locks, wipers, lights, signals, horn, backup camera, cabin charge-port release.
- ☐ Find child locks, manual door releases, and manual charge-cable release in the owner manual.

First charge + safety before leaving

- ☐ If a charger is available: open port, plug in, start/stop charge, note limit, SOC, and completion estimate.
- ☐ Learn where charging status, speed, and fault messages appear on screen and in the app.
- ☐ If no on-site test: plan a low-stress home or public plug-in with plenty of range remaining.
- ☐ Know park/power-off, manual door open, stuck-cable release; never touch orange HV cables.
- ☐ Use only rated equipment; avoid damaged outlets, extension cords, loose plugs, or hot connectors.

Must finish before leaving

- ☐ VIN matches car, documents, insurance, and app.
- ☐ Purchase/lease, registration, warranty, roadside docs saved.
- ☐ Included cable, adapters, and promised accessories confirmed.
- ☐ App paired; key card/fob/phone key tested.
- ☐ Charging account/payment started.
- ☐ Tire pressures vs door-jamb placard.
- ☐ No unresolved red or stop-drive warnings.
- ☐ Paint, glass, wheels, interior, cargo checked for obvious damage.
- ☐ Written due bill or service appointment for anything missing/damaged.

Finish within 48 hours

- ☐ Recheck tire pressure cold at home.
- ☐ Finish public-charging apps and payment methods.
- ☐ Try one home or low-stress public charging session.
- ☐ Save service, roadside, insurance, registration, charging support numbers.
- ☐ Read manual: charging, towing, warnings, emergency exits, high-voltage safety.

Owner safety rule: use the vehicle manual, charger instructions, local code, and a licensed electrician for electrical work. This sheet is a planning aid — not repair, legal, or wiring advice. Sources: automaker delivery guidance, DOE AFDC charging pages, FuelEconomy.gov / NHTSA tire pressure guidance, NFPA EV emergency awareness.