

Shipping Checklist

BUYER

Trucking Firm checking on: _____

Phone Number: _____

Contact person: _____ Date: _____

1. Ask seller, can a semi get up his/her street. Yes _____ No _____
2. What is seller's name and address:
 - a. Name _____
 - b. Street Address _____
 - c. City, State _____
3. Contact trucking firm and advise them you want them to pick up a Cushman Scooter from (name and address of buyer) Cost _____
4. Will trucking company deliver scooter immediately? Yes _____ No _____
 - a. If not, when can you expect to receive it. Date _____
5. Does gas have to be removed from tank. Yes _____ No _____
6. Contacted trucking firm and set up delivery. Yes _____ No _____
7. Trucking firm gave an estimated date of pickup. Yes _____ No _____ When _____

SELLER

1. Buyer contacted me and advised name of trucking firm and approximate date of pickup.
 - a. Yes _____
 - b. No _____ Date _____ Name of Trucking Firm _____
2. Trucking firm has contacted me with estimated date of pickup. Yes _____ No _____
3. If necessary, gas has been removed. Yes _____ No _____
4. If there are saddle bags, have any contents been removed and lids locked. Yes _____ No _____
5. On day of pickup, the hauler will take an inventory of any scratches and dents and mark them on a form. You will be asked to sign the form. Date of actual pickup: _____

AFTER THE SCOOTER IS PICKED UP

1. Sign and date the title, if there is one. Mail priority mail, with delivery confirmation, along with any keys. Yes _____ No _____ Date _____