



46D-2  
Dealer 2

February 4, 1946

REGIONAL AND ZONE MANAGERS AND DEALERS

Subject: NEW CAR FITTING AND DELIVERY ORDER

Attached is a sample of the New Car Fitting and Delivery Order Form, PD-28B.

It has been designed to allow for important car data on each delivery to become a permanent record for ready reference whenever required by the Service Department. Also, the use of this form provides an orderly procedure for preparing a car for retail delivery and will aid in the assurance that the important pre-delivery work is thoroughly done.

This is so important since the customer's first impression of his new car is a most lasting one.

The form is supplied with two copies, the white copy to go to the department actually making delivery of the car to indicate that it had been inspected and is in proper condition, the card board copy sent to the shop with the car. After work is completed, this copy is retained by the Service Department for starting customers' R. O. file and owner follow-up record. The form is filed as the first Repair Order. The time allowed the shop is shown on the back.

PD-28B is priced at \$1.15 per 100 sets of two, \$4.85 per 500 sets of two, and \$9.25 per 1000 sets of two. Order direct from Reynolds & Reynolds Company, 800 Germantown, Dayton 7, Ohio.

Very truly yours,

Karl M. Greiner  
Parts and Service Manager

Encl.





NEW CAR DELIVERY AND INSPECTION

|  |            |
|--|------------|
| Fill radiator and tighten hose connections and drain plug.   | .3         |
| Tighten battery terminals and hold-down clamp.   | .2         |
| Check all lights, wiper, lighter, clock, and horn.   | .2         |
| Fill crankcase to level and check air cleaner.   | .3         |
| Check and lubricate chassis, steering gear, transmission differential and brake master cylinder.                     | .5         |
| Check toe-in and inflate tires to proper pressure.   | .3         |
| Tighten wheel hub bolts (remove tie-down clamps).  | .5         |
| Start motor, check operation of starter, generator, oil pressure, gas gauge, heat indicator, carburetion, and choke. | .2         |
| Check operation of window regulators, door locks, key locks, and front seat control.                                 | .3         |
| Road test car (during test, check clutch action and pedal clearance, handling of steering and brake action).         | .4         |
| <b>Total</b>   | <b>3.2</b> |
| Wash and polish car and clean inside (remove paper).   | <u>1.8</u> |
| <b>Grand Total</b>   | <b>5.0</b> |

Very truly yours,  
*[Signature]*  
 Earl M. Groves  
 Service and Delivery Manager