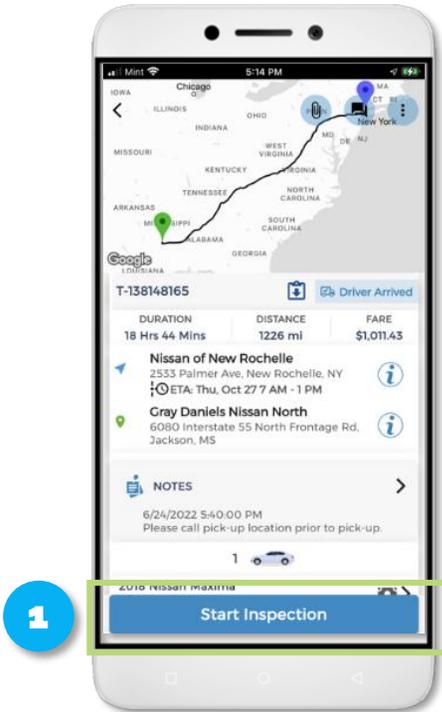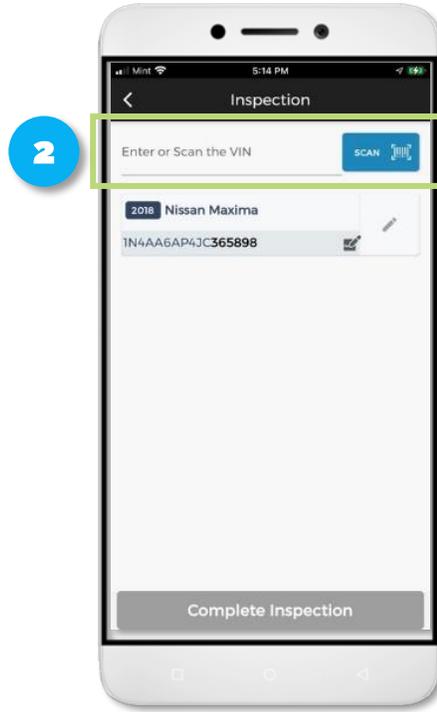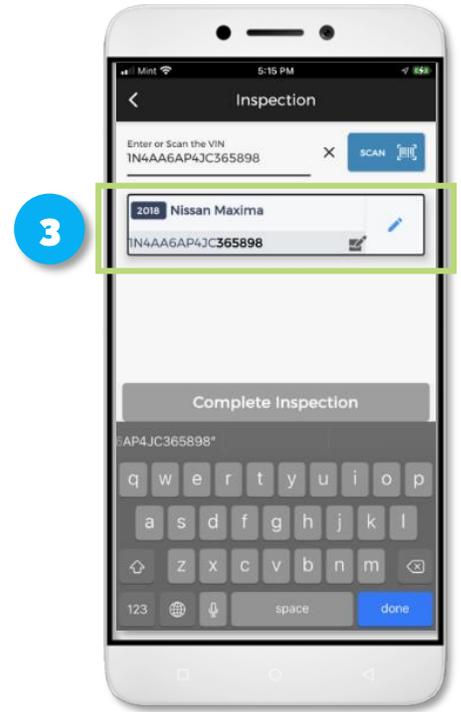# VEHICLE INSPECTION GUIDE

**STEP 1: TAP "START INSPECTION".**
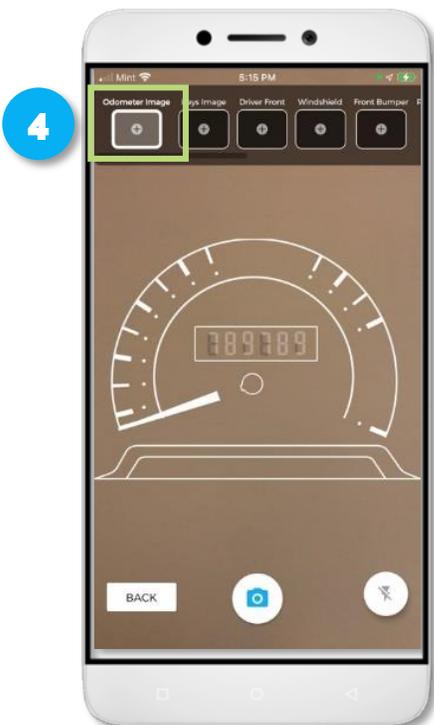
**STEP 2: MANUALLY ENTER OR TAP "SCAN" TO SCAN THE VIN.**

**STEP 3: SELECT THE SCANNED VIN.**



**STEP 4: TAP "ODOMETER IMAGE" & TAKE A PICTURE OF THE VEHICLE'S ODOMETER READING.**
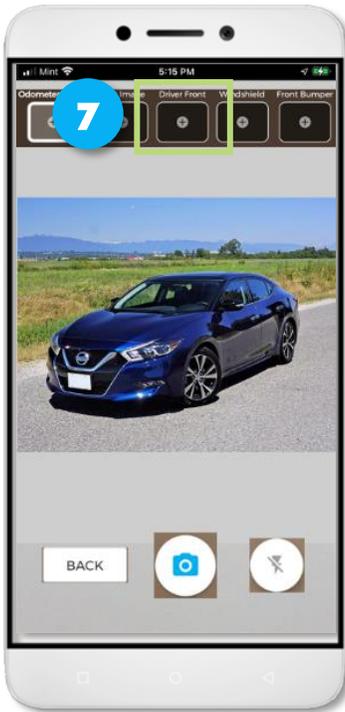
**STEP 5: TAP "KEYS IMAGE" & TAKE A PICTURE OF THE VEHICLE'S KEYS (ALL SETS).**

**STEP 6: TAP "ACCEPT" TO PROCEED OR "RETAKE" IF YOU NEED TO RETAKE THE PICTURE.**

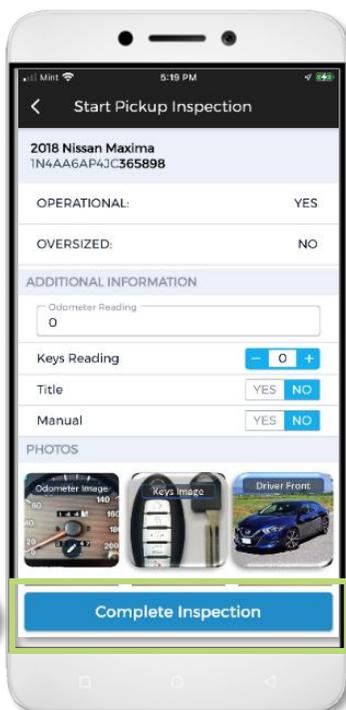**STEP 7: TAP "DRIVER FRONT" & TAKE A PICTURE OF THE VEHICLE'S FRONT DRIVER SIDE.**



**STEP 8: TAP "ACCEPT" TO PROCEED OR "RETAKE" IF YOU NEED TO RETAKE THE PICTURE.**

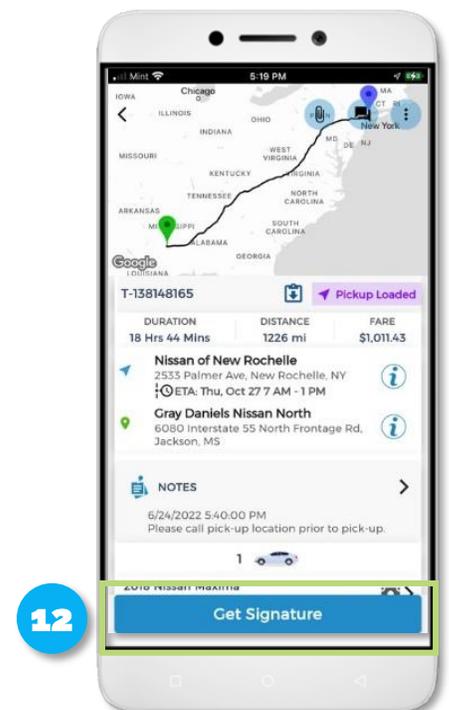

**STEP 9: TAP "DONE" TO FINISH TAKING PICTURES.**



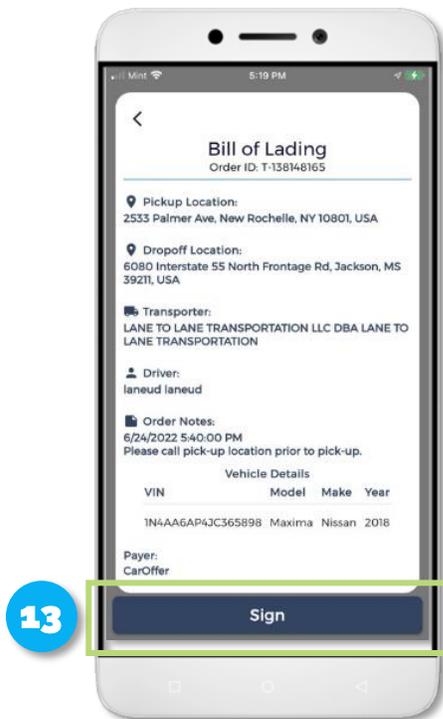**STEP 10: TAP "COMPLETE INSPECTION" TO FINISH THE INSPECTION FOR THE SELECTED VIN.**



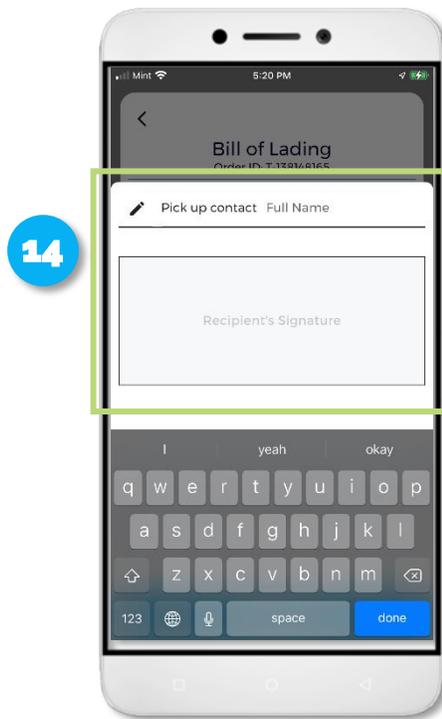**STEP 11: TAP "COMPLETE INSPECTION" TO FINISH THE INSPECTION FOR ALL VINS ON THE ORDER.**
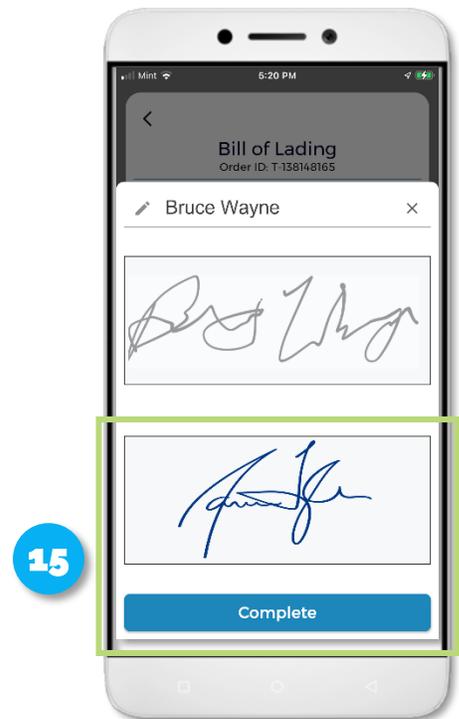


**STEP 12: TAP "GET SIGNATURE".**

**STEP 13: TAP "SIGN".**

**STEP 14: ENTER FULL NAME OF SIGNEE. OBTAIN SIGNEE'S SIGNATURE.**

**STEP 15: ADD DRIVER'S SIGNATURE THEN TAP "COMPLETE".**



**NOTE:** Inspection of vehicles **MUST** be completed at both pick-up & drop-off locations.

**CAUTION:** Inspection **MUST** be completed at the drop-off location. **You will be held responsible for damages on vehicles inspected off site**.

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