

2022 Tesla Model 3 - Delivery Checklist

Owners Name:

Tesla Delivery Specialists Name:

Delivery Location:

Date:

VIN:

Before Leaving Home

Other Tasks and Items

All people on registration/ownership documents must be present at delivery.

Download Tesla App and log into account.

Watch Tesla Orientation Videos

Paperwork

Take Driver's Licences

Have a personal void cheque if financing (in the name of all registrants).

Provide and bring Proof of Insurance

Have your downpayment (Banker's Cheque in correct name and amount is ideal).

Bring a valid Licence Plate (unless car is registered by Tesla).

Equipment to Take

Flashlight

Tape Measure

Post-it notes

Pen

Cellphone with Camera

Cellphone with Wireless Charging

Small Mirror (for looking in hard to see places).

USB-A and USB-C cables with a way to test for power (Cell phone typically.)

12-volt DC (cigarette lighter) device to test for power.

Before Inspections

The Basics

Make sure VIN matches paperwork.

Make sure all information on paperwork is correct.

Before accepting vehicle, have the Tesla Specialist unlock the vehicle and complete the checklist.

Note issues on sticky notes and place next to area of issue. Take photos of each showing issue.

Window Sticker provided.

Correct exterior color.

Correct interior color.

Correct wheels installed.

Turn on vehicle and watch screen for any error messages.

Check vehicle 'About' screen and make sure VIN and other details are correct.

Software updated.

Charging Accessories

Gen2 Mobile Connector (Charger) with standard wall plug adapter (NEMA 5-15) in velco backed carry bag provided.

J1772 adapter provided.

Performance Pedals installed. (Performance only.)

Performance Model Upgrades

Carbon Fibre Trunk Spoiler installed. (Performance only.)

Floor Mats provided. (Premium Interior only)

2022 Tesla Model 3 - Delivery Checklist

Accessories

Key Cards (2) provided.	
128GB Tesla USB Drive provided.	
'Tesla' license plate frame & Front license plate mount provided.	
Tow hook in frunk.	
Front Mudflaps installed.	
Garage Door Opener installed (if purchased and arranged).	

Exterior Inspection

Painted Surfaces

What to look for:

	No scratches or scuffs.	No dull or cloudy spots.	No sanding marks apparent.	No dents.	No underpainted, uneven, or thin paint spots.	No bubbles or drips.	No orange peel - appears smooth.	Gaps around panels are consistent.	Panels are level with adjacent surface.
Check all surfaces: (Order is purposeful, to encourage one to approach one panel at a time while grouping like panels.)									
Front Hood									
Rear Trunk									
Front Bumper (Take extra care to review underside edge.)									
Rear Bumper									
Front Passenger Quarter Panel									
Front Driver Quarter Panel									
Rear Passenger Quarter Panel									
Rear Driver Quarter Panel									
Front Passenger Door									
Front Driver Door									
Rear Passenger Door									
Rear Driver Door									
Passenger Door Pillars & Upper Frame									
Driver Door Pillars & Upper Frame									
Passenger Rocker Panels									
Driver Rocker Panels									

2022 Tesla Model 3 - Delivery Checklist

Glass

Check all surfaces: (Order is purposeful, to encourage one to approach one panel at a time while grouping like panels.)

Windshield	
Rear Glass	
Drivers Front Door Window	
Passengers Front Door Window	
Drivers Rear Quarter Window	
Passengers Rear Quarter Window	
Drivers Rear Door Window	
Passengers Rear Door Window	
Roof Glass	
Glass roof panels are aligned and show no sign of potential leaks	
Windshield and windows are free ripples in the glass.	
No cracks or bullseyes.	
Trim is undamaged.	
Rear Window Defroster works	

Lights

No condensation.	
Flush with adjacent surfaces.	
Check function of each light:	
Front Lights:	
Daytime Running Lights	
Head Lights	
High Beams	
Parking Lights	
Signal Lights	
Fog Lights:	
Confirm function. (Premium Interior only)	
Side Markers:	
Signal Lights	
Rear Corner Lights:	
Running Lights	
Brake Lights	
Signal Lights	
Reverse Lights	
Rear Window Brake Light:	
Confirm function.	
Licence Plate Lights:	
Confirm function.	
Hazard Lights:	
Confirm Function.	

Wheels & Wheel Wells

No damage to wheels (exterior and inside faces).	
Valve stem covers installed.	
Brake pads installed.	
Tire pressure within spec.	

Check Suspension Height (Each Wheel) - In Millimeters:	FD	FP	RD	RP
Performance - Ground to top of wheel (rim).				
Long Range - Ground to top of wheel (rim).				
Performance - Ground to top of wheel well.				
Long Range - Ground to top of wheel well.				

2022 Tesla Model 3 - Delivery Checklist

Doors (Check Each)

Open and close easily and without rubbing.	<input type="checkbox"/>
Edges and seams are properly welded, without gaps.	<input type="checkbox"/>
Key Fobs work on both B-Pillars.	<input type="checkbox"/>
Door Surround - Car Body & Door	
No scratches or scuffs.	<input type="checkbox"/>
No dull or cloudy spots.	<input type="checkbox"/>
No sanding marks apparent.	<input type="checkbox"/>
No dents.	<input type="checkbox"/>
No underpainted, uneven, or thin paint spots (particularly around edges of panels).	<input type="checkbox"/>
Take care to check for proper coverage around hinges.	<input type="checkbox"/>
No bubbles.	<input type="checkbox"/>
No orange peel - appears smooth.	<input type="checkbox"/>
Door projector puddle lights functioning.	<input type="checkbox"/>
Seals are undamaged	<input type="checkbox"/>
Mirrors fold and unfold without issues. (Premium Interior only)	<input type="checkbox"/>
Heated Mirrors function (Turns on with Rear Window Defroster)	<input type="checkbox"/>

Frunk

Open and close easily and without rubbing.	<input type="checkbox"/>
Edges and seams are properly welded, without gaps.	<input type="checkbox"/>
Frunk Surround - Car Body & Underside of Hood	
No scratches or scuffs.	<input type="checkbox"/>
No dull or cloudy spots.	<input type="checkbox"/>
No sanding marks apparent.	<input type="checkbox"/>
No dents.	<input type="checkbox"/>
No underpainted, uneven, or thin paint spots (particularly around edges of panels).	<input type="checkbox"/>
Take care to check for proper coverage around hinges.	<input type="checkbox"/>
No bubbles.	<input type="checkbox"/>
No orange peel - appears smooth.	<input type="checkbox"/>
Lighting works	<input type="checkbox"/>
Emergency release works	<input type="checkbox"/>
Seals are undamaged	<input type="checkbox"/>
Plastic is undamaged	<input type="checkbox"/>

Trunk

Open and close easily and without rubbing.	<input type="checkbox"/>
Edges and seams are properly welded, without gaps.	<input type="checkbox"/>
Trunk Surround - Car Body & Underside of Hood	
No scratches or scuffs.	<input type="checkbox"/>
No dull or cloudy spots.	<input type="checkbox"/>
No sanding marks apparent.	<input type="checkbox"/>
No dents.	<input type="checkbox"/>
No underpainted, uneven, or thin paint spots (particularly around edges of panels).	<input type="checkbox"/>
Take care to check for proper coverage around hinges.	<input type="checkbox"/>
No bubbles.	<input type="checkbox"/>
No orange peel - appears smooth.	<input type="checkbox"/>
Lighting works	<input type="checkbox"/>
Autolift and close function works	<input type="checkbox"/>
Emergency release works	<input type="checkbox"/>
Seals are undamaged	<input type="checkbox"/>
Plastic is undamaged	<input type="checkbox"/>
Trim on underside of trunk lid is good.	<input type="checkbox"/>

2022 Tesla Model 3 - Delivery Checklist

ChargePort

Opens and closes freely.

Door is aligned and sits flush.

Indicator light works.

Car connects to and accepts charge from Level 2 charger.

Car connects to and accepts charge from Supercharger.

Underside

No damaged lifting points.

No damage or scratching to underside panels.

Interior Inspection

Seats

Free from scuffs, marks, abrasions, or smudges

No tears.

Seat backs are properly aligned.

Seat material is not bunched or folded

Rear seats fold down with ease. Material appears good and aligned when down.

Both front seats don't squeak when moving (check all directions of motion).

Seat Heaters function. (Rear seats heaters included in Premium Interior only)

Check seatbelt functionality including middle rear seat.

Check car seat tether strap points are installed and accessible. (4 Lower, 3 Upper behind Headrests)

Headliner

Interior liner is properly seated, trimmed, and not "hanging".

No fingerprints or marks.

Check functionality of dome lights & emergency flashers.

Check coat hangers are in good working order.

Examine sun visors and check mirror & light.

Examine rear view mirror for damage and distortion - including backside of mirror.

Doors

Windows go up/down without noise or issues

Gently check both front door emergency handles work

Control switches all work and are backlit.

Dash

Check wireless charger pads (both) function.

Verify vents move per controls.

Steering Wheel

Heated Steering Wheel Works

Adjusts without issue. Check full range.

Check for damage and scuffs to all surfaces, including rear of wheel, stocks and column.

Scroll Buttons function

Horn functions

Window Wiper and Sprayers function.

Check controls are backlit

Glass

Windshield and windows are free ripples in the glass.

2022 Tesla Model 3 - Delivery Checklist

Floor

Foot well lighting functions. (Premium Interior Only)

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Glovebox / Cubbies / Pockets / Cupholders

Lighting functions (Glovebox, Centre Console)

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Data and Power function on glovebox USB

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Power functions on centre console USB (Front Centre Cubbie and Rear Seat under Vents)

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Test 12-volt DC (cigarette lighter) plug for power.

☐

Doors open and close with ease.

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Rear Arm Rest

Free from scuffs, marks, abrasions, or smudges

☐

No tears.

☐

Properly aligned.

☐

Seat material is not bunched or folded

☐

Folds up and down with ease.

☐

Front Arm Rest

Free from scuffs, marks, abrasions, or smudges

☐

No tears.

☐

Properly aligned.

☐

Seat material is not bunched or folded

☐

Folds up and down with ease.

☐

Infotainment System

Make sure AC/Heat works at full power without strange noises or smells.

☐

Microphone picks up good audio (call a friend with the dialer)

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Music streaming & phone streaming work.

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Radio reception is good.

☐

Voice control works.

☐

Rear backup camera and side cameras clear & working. (Test with signal lights on.)

☐

Confirm amplifiers installed through Vehicle Info. (Premium Interior only)

☐

Check screen for dead pixels and phantom touches. (The sketchpad in the toybox can help with this.)

☐

All speakers emit sound, no audio "clipping".

Centre Speaker (1) - Middle of Front Dash

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Front Midrange Speakers (2) - Sides of Front Dash

☐

Imaging Tweeter Speakers (2) - Upper A Pillar (Premium Interior only)

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Tweeter Speakers (2) - Lower A Pillar on Door (Premium Interior only)

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Front Subwoofer Speakers (2) - Lower Front Door

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Rear Side Midrange Speakers (2) - Lower Rear Doors

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Rear Back Midrange Speakers (2) - Sides of Rear Dash (Premium Interior only)

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Rear Subwoofer Speaker (1) - Behind Right Trunk Side Trim (Premium Interior only)

☐

Mirrors adjust without issue. Check full motion and folding function. (Premium Interior only)

☐

Before you Leave

Accept delivery unless there are any issues that need to be addressed now and not in a future appointment.

Install screen protector, if you brought one.

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Program both key cards

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Pair your smartphone to keys and bluetooth.

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Setup driver profile.

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Setup "lifetime" trip meter if inclined to track.

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Ask Tesla Specialist to double check the car is marked as Delivered in the Tesla system.

☐

Connect any third-party apps (ex: EEVEE) if using.

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Notes:

Enjoy your new Tesla Model 3 !!!