



**AUTO BUTLER SALES REPRESENTATIVE
MONTHLY CHECK LIST**



DEALERSHIP _____ **CITY** _____ **STATE** _____ **DATE** _____

CARWASH METER READING

Previous _____
USAGE _____

POLISHER METER READING

Previous _____
USAGE _____

- 1. General Appearance of Polisher: GOOD FAIR POOR
- 2. General Appearance of Car Wash: GOOD FAIR POOR
- 3. Should machine / pads be cleaned YES NO *Last Cleaned (Date/Count)* _____
- 4. Sprayers were Spraying Heavy Right Light
- 5. Wiper Protector Condition Good Fair Poor N/A
- 6. Do a car yourself/observed Myself Observed Neither

Process:

- 1. Total Time to Complete 1 Reap.
- 2. Train/Refresh Machine Operators YES NO N/Req'd (Operators are proficient)
- 3. Discussed Expectations of Returning Customers with Service Department YES NO N/Req'd

<u>Previous Mo:</u>	<u>Qty In Stock:</u>
Polish GAL	
Sealant QT	
Fabrigard	
Leather	
Stickers	

<u>Qty Delivered by Rep:</u>
GALLON
CASE
CASE
CASE
ROLL

<u>Ship to Dealer:</u>
GALLON
CASE
CASE
CASE
ROLL

<u>Checked Supply</u>
Paint Warranties <input type="checkbox"/>
Interior Warranties <input type="checkbox"/>
Paint Brochures <input type="checkbox"/>
Interior Brochures <input type="checkbox"/>

<u>Qty Delivered by Rep:</u>
PACK
PACK
<input type="checkbox"/> BLUE <input type="checkbox"/> GOLD
PACK

<u>Ship to Dealer:</u>
PACK
PACK
<input type="checkbox"/> BLUE <input type="checkbox"/> GOLD
PACK

Misc. Delivered: _____

Misc. to Ship: _____

Green Cards Collected:

Sent Into Auto Butler: YES NO

Verified Email Reports Going to: Owner GM F/Ops Svc. Mgr BDC Other

Email Address Updates: _____ Approved By: _____

COMMENTS:

Send Marketing Attn :

Send Chemicals Attn :

Dealer Rep: _____

AB Rep: _____