

Performance Center Delivery Checklist

Customer: _____

Last 7 digits of VIN: _____

Delivery Date: _____

The following actions are required ASAP (at least **TWO WEEKS** prior to confirmed delivery date):

- Submit** order form for BMW accessories i.e. floor mats (note: "price quotes" are not treated as an order).
- Submit** car/key memory form, if applicable (we cannot program vehicle on the day of delivery).
 - Refer to Service Information Bulletin 09 03 98 for the form.
- Submit** rear airbag **De-Activation** form, if applicable (rear airbags now come **Active** from the factory).
 - Refer to Service Information Bulletin 72 03 99 for the form.

As soon as vehicle shows in your inventory:

- Register your customer with BMW Assist. The Electronic Subscriber Agreement (ESA) must be processed prior to the customer's delivery date so the acquaintance call can be made. When registering, a fully completed ESA must be submitted including, but not limited to, the customer's credit card number.
- BMW Assist password: _____

Approximately ONE WEEK prior to the confirmed delivery date, copies of all final paperwork should be faxed or sent to the Performance Center, otherwise, we cannot deliver your customer's vehicle.

FAX # (864) 968-3142

**BMW Performance Center
Attn: Delivery Department
1155 Highway 101 South
Greer, SC 29651**

Required Paperwork:

- Performance Center Release Authorization form filled out completely and signed at the bottom (located in the Performance Center Delivery Bulletin on BMW CenterNet – Marketing Bulletin # 02-01).
- Bill-of-sale or lease agreement or retail installment contract.
- Inform us if you will be sending the temporary tag or actual license plates directly to us (must be received one week in advance) or whether the customer will be bringing the tags/plates to the Performance Center.
- Mail check for payment on any accessories ordered for the vehicle being delivered. Please make sure the check references a customer name or VIN, and is made payable to **BMW of North America, LLC**. The check however, should be sent directly to the BMW Performance Center.
- Travel Information Request Form

*****Note:** If the vehicle being delivered is in a company's name, the "Designee" section on the Release Authorization form **must** indicate the name(s) of the person(s) authorized to take delivery of the vehicle. This same procedure applies if your customer designates another party to take delivery of the vehicle. Furthermore, South Carolina law requires all vehicles driven in-state to be insured, therefore, please strongly advise your customer to bring proof of insurance containing the VIN of the vehicle to be delivered. Thank you.