

UL# / Rental #	Bill to Account #	Submitted by Kim Tillman	Branch	Request Date
Make	Model	Serial Number		Hour Meter
Sold to: <input type="checkbox"/> Inventory <input type="checkbox"/> Sale	Salesman:	Tires	Fork Size	Other

Check for items below – Make repairs as needed. Use the MCFA Time Requirement Guide to regulate job time

- Inspect for leaks and proper operation.
- Change engine oil, oil filter, and air filter
- Safety items required: Horn, seat belt, 2 keys, operator manual (order asap - can take up to 3 weeks)
- Gauges - All gauges operational
- Seats free of tear or rips- Replace only what is damaged
- Floor mats w/ holes or soiled - Replace with 2" nonskid tape
- Forks
- Full LP tank, diesel, or gas tank, or if electric fully charged battery.
- Pressure Wash in and out
- Sand and paint as needed. Paint color must match.
- Engine compartment clear coated after prep is completed
- Head/Tail/Strobe Lights, back up alarm in working condition – or to be removed if not working (new = extra charge)
- Tires (Measure per chart) – Must be free from damage, flat spots, or missing tread –

If new tires are needed (extra charge) 1. Service Admin issues PO# and gives to parts Mgr. to order tires  
Parts Mgr. orders tires and replies to Service Admin w/cost. PO is coded at cost. Tires are billed direct –DO NOT code as cups.

Work Completed					
Job Description	Job	Comp	Job Description	Job	Comp

Completion estimate dates are to be entered into the shared file and updated to keep sales informed of progress.

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UL# / Rental #	Make	Model	Serial Number
Fork size installed:	Hour Meter	Tires – Must check one <input type="checkbox"/> 70% or Greater <input type="checkbox"/> New	
Optional items – Check if on the truck and working condition <input type="checkbox"/> Head lights <input type="checkbox"/> Tail lights <input type="checkbox"/> Strobe <input type="checkbox"/> Back up alarm		Operator Manual – OSHA Required <input type="checkbox"/> Yes <input type="checkbox"/> Ordered - Trucks cannot be delivered without it	

After prep, the shop foreman and service manager will perform a QC check and fill out this sheet. 4 pictures are to be taken and emailed along with this QC Report to the used equip coordinator and also entered into the shared file. All work orders under the cups program are to be closed 3 days from last labor. All time must be coded to LUP.

**Fluid Levels checked:**

Engine	Radiator	Trans.	Differential	Hyd. Oil	Brakes	Battery

Please check each section as it is completed.

- Operate for 10 minutes
- Engine:** Performance-sufficient power, radiator clean, not overheating, no water or oil leaks, fan belts, radiator hose ok. Antifreeze checks to -30°
- Transmission:** All gears engage properly, clutch adjusted properly, power shift/torque converter engages properly, inch control ok, neutral safety adjustments ok, no leaks, linkage ok.
- Differential /Final Drive:** No unusual noise, no leaks, no binding, U-Joints ok.
- Brakes:** Brakes stop properly, parking brake holds, no leaks, no unusual noise/binding.
- Steering:** Steering tight and controlled, no binding or excessive noise, no leaks on steer pump, box, steer hoses or steer cylinder.
- Hydraulics:** All hoses/fittings ok, no leaks, hydraulic pump operates properly, no unusual noise, hydraulic functions normal, hydraulic control valve ok, lift and tilt cylinders operate properly.
- Mast / Carriage / Attachments:** No unusual wear/looseness, no broken pins, rollers, stop bolts, lift chains adjusted properly, no leaks on hoses, fittings, no scored cylinder rods, inspect mast.
- Electrical:** Electric truck controls operate normally. All gauges work properly, battery charged, no shorts/loose wiring, charge and start systems ok, battery terminals clean.
- Appearance:** Machine clean, inside compartment and exterior. No grease or handprints, tires ok, no damaged knobs or controls. Seat in serviceable shape, forks, LBR and OHG in good shape. Horn and safety items operational.

**Shop Forman Signature:** \_\_\_\_\_

**Service Manager Signature:** \_\_\_\_\_

**Delivery Day**    Make sure operator manual is on the truck  
 Wiped down or wash before delivery as needed  
 Warranty Sticker is applied to the front cowling right side with the delivery date and warranty period filled in. Standard Used warranty is 45 days carriage to counterweight and 90 days drive train.