
Delivery Checklist

We would like to say thank you for choosing **Hornsby Mazda** and congratulations on the purchase of your new **Mazda**. We look forward to a continued relationship for many years to come. So that we can ensure that the delivery of your new vehicle goes smoothly, **listed below are the items that must be supplied on or by the delivery day.**

PAYMENT

Where the transaction is being settled by our finance department

- A checklist will be sent to the purchaser confirming any items that the lender has requested

Where the transaction is being settled by the purchaser:

- Electronic Funds Transfer directly into our bank account. Please allow **2 Business Days** for funds to clear
Account Name: **Hornsby Automotive Group Pty Ltd** Account No: **10058110**
Name of Bank: **Commonwealth Bank Australia** BSB: **062 734**
- Reference Number: Customer number (Top right hand side of New Vehicle Contract)
- Bank cheque – In the name of **“Hornsby Automotive Group”**
- Company or Personal cheque – we require this up to 7 days prior to delivery
- Authorised credit card – NB the applicable merchant fee will be passed on for any amount exceeding **\$2,000** (including the initial deposit).

Where the transaction is being settled by a Financial Institution:

- An Invoice Request to be sent by the lender confirming the correct information that is required on the invoice before the invoice can be sent
- Confirmation of funds settled to us by way of a remittance advice prior to the vehicle being delivered. Please note that goods will not be released until funds have cleared

TRADE IN VEHICLES

General:

- Current registration papers (expired papers are not acceptable). A copy must be supplied prior to the delivery date, and the original signed copy required on the day of delivery
- Log books and any additional keys including remotes to be supplied on or before delivery
- If the trade-in is not in the purchaser name, a letter of authority giving permission for the purchaser to trade the vehicle in and also a copy of the owner's drivers licence.
- **Tax Invoice for the sale of the trade in if registered for GST purposes (holds an ABN)**

If your trade-in is Encumbered:

- If the trade-in is encumbered by means of a finance interest, a payout letter must be supplied by your financier confirming amount owing and to whom, valid for up to 7 days from the delivery date. This must be supplied prior to the delivery date.

REGISTRATION

If your new vehicle is to be Registered in a Company Name:

- We will require a Purchase order on Company Letterhead showing the ABN number and RTA / RMS customer number (if you have not registered a vehicle in this company before you will need to visit your local RTA / RMS and register with them). The purchase order also requires you to authorise us to complete an ASIC search for the purpose of obtaining company details required by the RTA for registration (we can provide you with a template).

If your new vehicle is to be Registered in a Private Name:

- Application for Registration to be completed and signed (new vehicle)
- Transfer of Registration Application completed and signed (Demonstrator)

If a plate swap is involved where the trade in is under joint names or another name (only):

- A letter is required authorising the plate swap for any and all plate swaps.

PLEASE NOTE THAT FAILURE TO SUPPLY THE ABOVE REQUIREMENTS MAY RESULT IN THE DELIVERY BEING DELAYED