

# Pre-picturing and Listing Checklist

Prior to Purple Wave arriving to picture and list the assets identified for auction, the following tasks are recommended to ensure smooth completion of the picturing and listing process.

## Verify asset information and remove CPS collateral and documentation

- Verify asset location and CPS number against Fleetwave report
- Locate and remove registration and DOT documents
- Locate and remove T-Chek card or other fuel and maintenance card
- Remove license plate
- Remove electronics and/or after-market add-ons that are not selling with the asset
- Remove signage, logos and DOT markings

## Gather documentation and title information for Purple Wave

- Gather original invoice or bill of sale from Fleetwave
- Gather on-site maintenance records (see below)
- Identify Ownership Lease Company or Fixed Asset. **Print a copy of the title from Fleetwave.**

## Prepare asset for auction

- Collect all keys
- Clean cab and interior
- Power wash or clean exterior
- Check and fill all fluid reservoirs
- Move asset to auction staging area or separate from assets not being sold

## Maintenance records

A summary of major repairs or a scanned copy of written maintenance records is recommended but not required.

## Titles

Transfer of titles will be handled by Purple Wave working with the Fleet Department in Loveland.

**Contact:**  
**Wayne Graffis**  
**Phone: 970-356-2962**  
**Cell: 970-396-8238**  
**Email: wayne.graffis@purplewave.com**