



# FLEET VEHICLE WRAP REPAIR CHECKLIST

Use this before graphics are removed, repaired, repainted, or submitted as part of a claim.


<p><b>1. Identify the Vehicle</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Unit number, VIN, license plate</li> <li><input type="checkbox"/> Year, make, model, vehicle type</li> <li><input type="checkbox"/> Driver, branch, market, or location</li> <li><input type="checkbox"/> Date damage happened and photos were taken</li> <li><input type="checkbox"/> Claim number, insurer contact, body shop contact</li> </ul>	<p><b>2. Photograph Before Repairs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Full vehicle: driver side, passenger side, front, rear, and roof if branded</li> <li><input type="checkbox"/> Wide, medium, and close-up photos of the damaged area</li> <li><input type="checkbox"/> Photos showing panels, seams, doors, bumpers, mirrors, and body lines</li> <li><input type="checkbox"/> Close-ups of unit number, VIN/plate, DOT numbers, reflective markings, and safety decals</li> <li><input type="checkbox"/> Any damaged brand details or campaign graphics</li> </ul>
<p><b>3. Pull the Graphics Records</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approved artwork files and vehicle templates</li> <li><input type="checkbox"/> Material and laminate specifications</li> <li><input type="checkbox"/> Install date, installer, location, and original proof photos</li> <li><input type="checkbox"/> Asset number or VIN tied to the graphics version</li> <li><input type="checkbox"/> Previous repairs, replacements, removals, or field adjustments</li> </ul>	<p><b>4. Confirm the Repair Scope</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Which graphics need removal, reprint, replacement, or reinstallation</li> <li><input type="checkbox"/> Whether damaged graphics cross multiple panels or body lines</li> <li><input type="checkbox"/> Whether adjacent panels need replacement for color consistency</li> <li><input type="checkbox"/> Whether compliance markings, DOT numbers, or reflective graphics need replacement</li> <li><input type="checkbox"/> Whether paint cure time or surface prep affects install timing</li> </ul>
<p><b>5. Coordinate the Work</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm body work is complete before graphics go back on</li> <li><input type="checkbox"/> Verify the surface is clean, dry, cured, and ready for vinyl</li> <li><input type="checkbox"/> Confirm approved artwork, material, and vehicle layout before production</li> <li><input type="checkbox"/> Schedule installation around vehicle availability and downtime</li> <li><input type="checkbox"/> Make sure fleet, body shop, insurer, graphics provider, and brand team share the same scope</li> </ul>	<p><b>6. Close Out the Repair</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Capture final proof photos from all sides</li> <li><input type="checkbox"/> Take close-ups of repaired graphics, unit numbers, DOT numbers, and reflective markings</li> <li><input type="checkbox"/> Confirm the repaired vehicle matches the approved layout</li> <li><input type="checkbox"/> Save repair date, installer, material used, claim number, and photos</li> <li><input type="checkbox"/> Update the asset history so the next repair starts with the right record</li> </ul>

**REPAIR NOTES / FOLLOW-UP**

Open questions / missing records: \_\_\_\_\_

Graphics scope confirmed by: \_\_\_\_\_

Approval needed from: \_\_\_\_\_

Final closeout owner: \_\_\_\_\_

**Do not close the repair until the vehicle is road-ready and brand-ready.**