



Electric Vehicle Buyer Guide: **Audi Q4 E-Tron Checklist**

(A) Pre-pickup items

- Check all dealership paperwork for the correct name and address for all buyers.
- Confirm the actual vehicle's VIN matches all of your paperwork.
- Verify that the vehicle's body color, interior, options, and wheels match what you configured.
- Bring proof of down payment having been made if sent before, and the final payment, if required.
- Bring a printed insurance card if possible, if not, bring a digital copy.
- Download the myAudi App.

(B) Exterior inspection

- Inspect body exterior paint for defects.
- Inspect under the car for signs of damage or scratches from test drives or transport.
- Check along all body panels for gaps or misalignment, especially the hatch gap, charge port door, passenger side door / quarter panel alignment.
- Inspect wheel rims for damage, and all 4-valve stem covers on tires.
- Inspect all glass. It should look clear with no damage.
- Check for proper windshield trim installation.
- Test all doors to ensure they open and close easily.
- Test opening and closing of the hatch with auto-close button. Hatch should latch and seal automatically.
- Check all exterior lights for condensation.
- Inspect the all-weather seals around door gaps and windows for damage and fitment.
- Test opening hatch and unlocking doors with key fob.

(C) In the driver's seat



- Verify the vehicle is charged to 100% (if required for travel to home destination).
- Set driver profile and seat memory system.
- Check for any error messages on the display screen.
- Make sure the latest system software updates are installed by checking for updates on the system screen.
- Test wireless phone charger.
- Check each window operation for speed and any noises.
- Make sure heat and air conditioning work at full power.
- Make sure heated seat / steering wheel / vented seats work (if equipped).
- Test the sound system to ensure all speakers are working, especially the amp.
- Test steering wheel repositioning.
- Test vehicle's horn.
- Check windshield for distorted view.
- Test the windshield wipers.
- Check side mirrors folding and positioning operation.
- Check sun-visor operation and mirror condition.
- Check the rearview mirror for clarity.
- Understand the different drive modes and how to move between them.
- Understand the different regent modes and how the paddle shifters work.
- Test navigation and voice command.

(D) Interior inspection

- Inspect interior upholstery and all surfaces for damage or issues with build.
- Check the windshield and windows for cracks, chips or distortion.
- Check all seat belts for proper operation and condition.
- Check seats for noises- check all directions of adjustment.
- Check that the rear seats fold-down properly.
- Test back seat to ensure it is securely attached by pulling upwards.

(E) Connectivity inspection

- Test connectivity in USB ports- there is 1 USB-C in the front of the car and 2 USB-As in the rear passenger area.



- Check 12-volt DC receptacle has power.
- Test connectivity of wireless phone charger.
- Test key fobs operation.
- Pair your smartphone to your vehicle via Bluetooth.

(F) Lighting inspection

- Check vanity mirror lights and front lights.
- Check dome light.
- Check driver & passenger door puddle lights.
- Inspect/check all door lights, including latch and window button.
- Steering wheel control lights.
- Check glovebox operation including light.
- Trunk lights.
- Headlights (low & high beam).
- Front and rear turn signal lights.
- Brake lights.

(G) Inspect charging ability

- Check that the charge port door opens and latches correctly.
- Check charge port indicator light.
- Test charger on site.
- Test at Level 2 and level 3 charger, if available.

(H) App setup and final items

- Sync the myAudi App to the vehicle.
- If more than one driver, add them to driver profile on the app and on the vehicle.
- Verify any additional items that were specified as being included with purchase.

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