

# RELEASE JOB CHECKLIST

Below are reminders and requirements for successfully completing Release jobs.  
Please utilize this checklist on each Release job to ensure all requirements are met.



- ☐ Delivery should be completed same day as dispatch; if this is not possible communicate that with Agero immediately and we will provide next steps

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- ☐ Proof of payment from the storage yard is required

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- ☐ Release receipts are required and are to be uploaded into Swoop via photo or attachment

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- ☐ Obtain a delivery signature and stay at delivery location until vehicle is checked in at Body/Repair Shop

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- ☐ Pick up and drop-off photos are required and should be uploaded in real time

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- ☐ Drop-off photos should include business signage in the background of the drop off photos
  - In cases when this is not possible, take vehicle photos and then separate photos of the business signage, per our photo requirements.

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- ☐ Ensure drivers have copies of documentation and paperwork that may be required (e.g., VSF Forms (if needed), COI, workers comp (if separate), DOT information, etc.)

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- ☐ Update job status in real time (enroute, on scene, towing, completed) with GPS enabled

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*\* If you encounter any issues with a storage yard releasing a vehicle, or with any of the items listed above, notify Agero immediately via chat and we will step in to assist in the coordination of you, your driver, and the Storage Yard.*

**We are thrilled to partner with you for the completion of this work and appreciate your drive, professionalism, and urgency in completing these dispatches with the highest priority and care.**