



ESTIMATING CHECKLIST

1. Check and re-check to ensure correct triage and scan reports match the VIN
2. Check to make sure all pics are in attachments, (all 4 corners, mileage, VIN, interior, replacement parts, damage photos)
3. Download and print triage paper
4. Download and print Dent Count Sheet
5. Fill in correct info on mileage (model, submodel, mileage, point of impact)
6. Begin estimate
7. Make sure you are on the correct parts profile for that location
8. At this point, add all glass, moldings, lights that are needed replaced
9. Add all the necessary R&I
10. Now begin adding the dent count to the panels, MAKE SURE YOU ARE PAYING ATTENTION TO DETAILS!!! (Aluminum panels, tall Roof vehicle, double panel)
11. Double check your estimate to make sure that you did not miss anything. We want to include everything the first time, so no supplement will be needed