

EUROPEAN DELIVERY ORDER CHECKLIST
for BMW Client Advisors

1. _____ Fax a COMPLETE and LEGIBLE Pre-Reservation Request to European Delivery, 201-307-9320. ***Please include customer's name as it appears on their passport.***
2. _____ If delivery date is within 3 months, you will receive an E-MAIL reservation from us in about five business days. The production # is transferred into your availability and will appear on your DCS system at least one business day before you receive the E-MAIL reservation.
3. _____ If delivery is more than 3 months in the future, you will receive an E-MAIL from us, within a month. The production # will be order banked and can only be accessed once the appropriate production is available (i.e., June delivery receives May production). Please check specifications and make modifications if necessary at that time.
4. _____ Complete the European Delivery Purchase Order available online through DCS and send to European Delivery Department when car reaches 150 status or 30 days prior to pick-up.
 - Make CLEAR photocopy of customer's passport. **THIS MUST BE SENT WITH PURCHASE ORDER!**
 - Complete all the appropriate sections, including selling dealer, order specifications, customer information and passport information.
 - If a Courtesy Delivery is desired, the Courtesy Delivery section must be filled out on the Purchase Order with the correct Port of Entry. ***The completed Courtesy Delivery Agreement must be sent with the Purchase Order, if it is not, then the Courtesy Delivery will not be authorized.***
 - Center representative signature must be on page 1 of the PO.
 - Have customer sign the bottom of all 4 pages, including the Power of Attorney (last page of the Purchase Order) and the signature must be notarized.
 - Overnight the Purchase Order (all 4 ORIGINAL signed pages) to:

***BMW of North America, LLC
300 Chestnut Ridge Road
Woodcliff Lake, NJ 07677
Attn: European Delivery***

5. _____ Receive E-MAIL order confirmation letter in approx. 5 business days.