WELCOME ABOARD

What we need from you

Eight things, and you're live within days. Most stores have all of it in an afternoon.

Your staff list

Name, work email, job, and cell number for each person. Use the sheet on the next page, or send a spreadsheet.

DAY 1

Finance managers' cell numbers

Deals go to them by rotation, and they're texted when one is assigned.

DAY 1

Open sold deals

Cars sold but not delivered yet, in a spreadsheet. We send you the template.

DAY 1

Store details

Store name and logo, address, opening hours.

DAY 1

Your Google review link

Every delivered customer gets it in their thank-you text.

DAY 1

Who's who

Your Sales Managers, Used Car Manager, and who runs the Deal Pad.

DAY 1

Website inventory link

Deal Pad + Facebook plan: we bring your used cars in from your website.

WEEK 1

A TV in the showroom

Optional. Any TV with a web browser shows the live sales board.

ANY TIME

Your first two weeks

Day 1

Setup

We add your staff and set up finance and departments.

Days 2–3

Training

Each department learns its own screen. Everyone gets a staff card.

Week 1

First deliveries

Customer texts switched on. We watch closely and fix anything fast.

Week 2

Check-in

Your numbers: on time, held up, customer feedback.

Your data stays yours. Dealivery works beside your DMS; nothing in it changes. If a payment is ever missed, the store goes read-only. Nothing is deleted.

FILL IN BY HAND OR SEND A SPREADSHEET

Your team

One line per person. Jobs you can use:

General manager · Sales · Reception · Finance Manager · Internet sales · Licensing clerk · Funding clerk · Service · Parts · Detail · Quality check · Delivery · Accounting

Full name	Work email	Job	Cell number
Example: Pat Morgan	*pat@yourstore.ca*	*Finance Manager*	*519-555-0100*

Sales Managers

Deal Pad manager (removes pending deals)

Used Car Manager

Plan: Deal Pad · Deal Pad + Facebook · Full Access