

[YOUR BUSINESS NAME]

CAR DETAILING CHECKLIST

Express wash, interior, exterior and full detail — what's included, step by step

Customer: _____ Vehicle: _____ Date: _____

Package (circle): express wash · interior · exterior · full detail

Add-ons: _____ Detailer: _____

BEFORE YOU START — EVERY PACKAGE

- ☐ Walk around the car with the customer and fill in the vehicle inspection form
- ☐ Photograph every existing scratch, chip, dent and stain
- ☐ Note personal items and ask the customer to take valuables
- ☐ Agree on the package, the add-ons and the price before you touch the car
- ☐ Check for warning lights and anything that doesn't work

EXTERIOR WASH — EXPRESS, EXTERIOR AND FULL

- ☐ Pre-rinse the whole car to lift loose dirt
- ☐ Wheels, tires and wheel wells first, with their own brushes and bucket
- ☐ Foam pre-wash, then a two-bucket hand wash from the roof down
- ☐ Door jambs, trunk jamb and fuel door
- ☐ Rinse, then dry with clean towels or a blower — mirrors and trim last
- ☐ Clean the outside glass, streak-free
- ☐ Remove tar, sap and bug residue

PAINT AND PROTECTION — EXTERIOR AND FULL

- ☐ Clay bar the paint to lift bonded contaminants
- ☐ Polish or paint correction, if booked
- ☐ Apply wax or sealant and buff off
- ☐ Dress exterior plastic trim — no shine on steps or pedals
- ☐ Dress the tires evenly, no sling
- ☐ Headlights checked, restored if booked

INTERIOR — INTERIOR AND FULL

- ☐ Remove floor mats and liners, clean them separately
- ☐ Vacuum seats, carpets, under the seats and the trunk
- ☐ Compressed air or a brush through vents, seams and cup holders

- ☐ Shampoo or extract carpets and mats
- ☐ Clean and condition leather, or shampoo fabric seats
- ☐ Dashboard, console and door panels wiped and protected, not greasy
- ☐ Steering wheel, shifter, handles and touch points cleaned
- ☐ Clean the inside glass, streak-free, including the top edge
- ☐ Headliner spot-cleaned only
- ☐ Pedals, seat tracks and door sills
- ☐ Odor treatment, if booked
- ☐ Mats and liners back in, seats and mirrors back where the customer had them

FINAL CHECK — EVERY PACKAGE

- ☐ Walk the car in daylight — streaks, missed spots, drips from mirrors and badges
- ☐ Check the glass again from inside and out
- ☐ No product on the windshield, pedals or steering wheel
- ☐ Radio, seat and settings left as the customer had them
- ☐ Take the after photos beside the before photos
- ☐ Keys and personal items handed back
- ☐ Explain the aftercare and when to book the next visit

Not included unless booked as an add-on: paint correction, ceramic coating, engine bay, headlight restoration, pet hair removal, odor treatment and stain removal. Price each as its own line on the quote.

[Your business name] · [Your phone] · [Your website]