



# Glass Express Checklist

Claim Number: \_\_\_\_\_

## Vehicle

Year:	_____
Make:	_____
Model:	_____

**Windshield Repair / Replace** \_\_\_\_\_

### **Photos (All Claims)**

<input type="checkbox"/>	VIN
<input type="checkbox"/>	Odometer
<input type="checkbox"/>	Close up of Damage
<input type="checkbox"/>	Four Corner Images (Inc. License Plate)
<input type="checkbox"/>	Photos Not Loaded to CDIS

### **Photos (Windshield Replace)**

<input type="checkbox"/>	Options (Shade Band, Rain Sensor, ext.)
<input type="checkbox"/>	All R&I Items
<input type="checkbox"/>	Windshield Identifier ("Bug")

### **Photos (Windshield Repair)**

<input type="checkbox"/>	Overall Image (Inc. Chip Markers)
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### **Quality of Estimate**

<input type="checkbox"/>	Vehicle Owned by Shop / Family / Employee
<input type="checkbox"/>	GST / PST Registrant Identified
<input type="checkbox"/>	Damage Not Consistent with Reported Loss
<input type="checkbox"/>	VIN Matches Vehicle
<input type="checkbox"/>	Prior Authorization
<input type="checkbox"/>	Windshield Repair vs. Replace Not Supported
<input type="checkbox"/>	Incorrect Part Price
<input type="checkbox"/>	Moulding Not Required
<input type="checkbox"/>	Insured Statement / Cert. of Repair Incomplete

<input type="checkbox"/>	Failed to Apply Appropriate Discount
<input type="checkbox"/>	Missing Ded Receipt (Proof of Payment)
<input type="checkbox"/>	Failed to Collect Full Deductible
<input type="checkbox"/>	Dealer Trade-In Policy Not Followed
<input type="checkbox"/>	Replacement Cost Policy (APV286 / NVR)
<input type="checkbox"/>	OEM Invoices Missing ICBC Claim Number
<input type="checkbox"/>	Labour Invoiced Incorrectly
<input type="checkbox"/>	Packing Slip / Barcode Missing
<input type="checkbox"/>	Other

### **Comments**