



Digital Image Checklist

CLAIM NUMBER: _____

INSURED NAME: _____

Claim Information

 Tier 1 Tier 2 Assessment TierLoss Type: Comprehensive Collision Hit & RunAPV286 or NVR+ Yes NoRecycled Parts Search Yes NoLOU/Rental Yes NoATS on Estimate Yes No

Cycle Time: Car In _____

Repairs Completed _____

Car Out _____

Photos

Photos are to be taken and loaded to the appropriate system in the following sequence:

- | | |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 1. Vehicle Identification Number (VIN) - Dash or door tag | <input type="checkbox"/> 7. Any exterior model or sub-model emblems |
| <input type="checkbox"/> 2. Photos taken from perspectives showing all four (4) corners of the vehicle | <input type="checkbox"/> 8. Photos of roof detailing options such as, sunroof, luggage racks, and overall condition |
| <input type="checkbox"/> 3. Overall perspective of the vehicle's interior | <input type="checkbox"/> 9. Vehicle damage for each repair estimate is consistent with the loss being claimed |
| <input type="checkbox"/> 4. Detailing condition and options, such as seats, headliner and dash | <input type="checkbox"/> 10. All unrelated damage |
| <input type="checkbox"/> 5. Odometer reading | <input type="checkbox"/> 11. Overall and close-up images with a yardstick (yardstick image requirement can appear in another image), and |
| <input type="checkbox"/> 6. Driver door interior trim panel | <input type="checkbox"/> 12. Additional photos to support requests for additional parts and labour on supplement |

Documentation

- | | |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 1. Copy of latest CL14 on file (dated and signed by customer) | <input type="checkbox"/> 9. Pre- and post-repair electronic three dimensional measuring reports |
| <input type="checkbox"/> 2. Original Parts Invoices - OEM, Aftermarket & Recycled (MUST have claim #) on file | <input type="checkbox"/> 10. A complete copy of the Digital Image Checklist or Digital Images/Documentation Checklist, unless all digital images are loaded to Mitchell Connect |
| <input type="checkbox"/> 3. All credit invoices for parts purchased for the claim | <input type="checkbox"/> 11. Copies of the proof of purchase, warranty and product maintenance requirements to support aftermarket or dealer-applied rust inhibitor, paint protection or fabric protection, etc., must be filed with the estimate and other supporting documents |
| <input type="checkbox"/> 4. All sublet invoices obtained during repairs | <input type="checkbox"/> 12. Temporary Substitute Motor Vehicle (TSMV) agreement when a Participant owned/leased courtesy vehicle has been provided to a customer, and |
| <input type="checkbox"/> 5. Wheel alignment spec sheet (referenced with claim # & vehicle year, make/model on file | <input type="checkbox"/> 13. A copy of the receipt/work order or credit/debit card transaction slip displaying the method and amount of customer's portion paid, if applicable |
| <input type="checkbox"/> 6. Pre- and post-repair scanning and diagnostic results | |
| <input type="checkbox"/> 7. ADAS calibration confirmation (sublet invoice detailing operation performed), if applicable | |
| <input type="checkbox"/> 8. Manufacturer repair procedures supporting estimate entries in alignment with ICBC policies | |

Notes