

TERMINATION CHECK LIST

Livonia Chrysler Jeep

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|---|--|
| 1. Separation Form | <input type="checkbox"/> Yes <input type="checkbox"/> N.A. |
| a. Reason for leaving | <input type="checkbox"/> Yes <input type="checkbox"/> N.A. |
| b. Date of termination | <input type="checkbox"/> Yes <input type="checkbox"/> N.A. |
| 2. Letter of Resignation | <input type="checkbox"/> Yes <input type="checkbox"/> N.A. |
| 3. Uniforms returned | <input type="checkbox"/> Yes <input type="checkbox"/> N.A. |
| 4. Demo Turned in | <input type="checkbox"/> Yes <input type="checkbox"/> N.A. |
| 5. Keys turned in | <input type="checkbox"/> Yes <input type="checkbox"/> N.A. |
| 6. Dealer Plate returned | <input type="checkbox"/> Yes <input type="checkbox"/> N.A. |
| 7. Verify no open accounts (AR) | <input type="checkbox"/> Yes <input type="checkbox"/> N.A. |
| 8. Collect current deals / RO's | <input type="checkbox"/> Yes <input type="checkbox"/> N.A. |
| 9. Notify IT (Jack Holden) to suspend all login's | <input type="checkbox"/> Yes <input type="checkbox"/> N.A. |
| 10. Notify Dealer Principal | <input type="checkbox"/> Yes |

X_____ _____
Manager Date

X_____ _____
Office Manager Date