



HP Financial Services  
 Certified pre-owned equipment checklist

Technician Name \_\_\_\_\_ Customer Name \_\_\_\_\_

Date of visual inspection and test \_\_\_\_\_ Type of order \_\_\_\_\_

Customer order number \_\_\_\_\_

Visual inspection					
	HP Standard	Adjust	Replace	Repair	Comments
<input type="checkbox"/> Plastic					
<input type="checkbox"/> Cleanliness					
<input type="checkbox"/> Current hardware revision					
<input type="checkbox"/> Panels					
<input type="checkbox"/> Filters					
<input type="checkbox"/> General appearance					
<input type="checkbox"/> Hardware components					
<input type="checkbox"/> Shipping brackets					
<input type="checkbox"/> Leveling feet					
<input type="checkbox"/> Conformance to bill of material					
Software					
	HP Standard	Adjust	Replace	Repair	Comments
<input type="checkbox"/> Load and run diagnostics software					
<input type="checkbox"/> Check for customer OS software version and revision					
<input type="checkbox"/> Load and run operating system					
<input type="checkbox"/> Load and run system tool manager					
<input type="checkbox"/> Load factory Installed Software (OS)					
Firmware					
	HP Standard	Adjust	Replace	Repair	Comments
<input type="checkbox"/> Upgrade to all current firmware					
Packaging					
	HP Standard	Adjust	Replace	Repair	Comments
<input type="checkbox"/> Equipment condition					
<input type="checkbox"/> Piece count					
<input type="checkbox"/> Proper packaging methods are used					
Shipping					
	HP Standard	Adjust	Replace	Repair	Comments
<input type="checkbox"/> Weigh all material					
<input type="checkbox"/> Determine proper shipping methods					
<input type="checkbox"/> Insure packing list is attached to each pallet					
<input type="checkbox"/> Check shipping information for accuracy					