START HERE

Read this page first · it tells you where your files are and which one to open.

Where your files live

- Your files live in your Etsy account. Go to Etsy · Purchases · Download Files.
- Nothing ships. Your download is ready the moment your payment clears.
- Save a backup copy to your phone, computer, or cloud drive.

How to open everything

- PDFs open in any free PDF reader (phone, tablet, or computer).
- If your download arrives as a .zip, tap or double-click it to unzip, then open the files inside.
- The spreadsheet (.xlsx) opens in Excel or Google Sheets (free).

Which file is for what

- Flat US Letter PDF · print at home or at a copy shop.
- Flat A4 PDF · for A4 printers.
- Ink-friendly B&W US Letter PDF · saves ink, photocopies cleanly.
- Fillable PDF · tap-type on your phone, no printing required.
- Spreadsheet (.xlsx) · working formulas with demo data you can replace.

Your bonus file

A free A4 ink-friendly black-and-white version is linked in your Etsy thank-you message after purchase. The link is also the fastest way to re-download if you switch devices.

Stuck? Talk to a human

Message us here on Etsy and we will help you get it open. Tell us your device (phone, tablet, computer) and what you see on screen · that gets you a fix fastest.

The Moment This Solves

A stranger from a marketplace listing wants to test-drive your car · alone. Your keys, your insurance, your risk. This packet records who they are, what route and time you agreed, and their signed acknowledgment before anyone drives.

How this kit works

- Step 1: verify the driver's license in person on page 3 · look at the real license, record that you saw it, never keep a photo of it on a stranger's say-so alone.
- Step 2: agree the route, return time, and who rides along on page 4 · before the car moves.
- Step 3: the driver reads and signs the acknowledgment on page 5 in your presence.
- Step 4: at return, walk the car together and close the record on page 6.
- Safer first rule, printed throughout: if anything feels wrong, do not hand over the keys. No sale is worth it.

Sale at a glance

Seller name:

Vehicle (year / make / model):

License plate:

Meeting place (public place recommended):

Drive date:

This kit is a general documentation and safety-planning tool for private sellers. It is not legal advice · consult an attorney about your situation. It states no insurance rule or liability law as applying.

Driver Verification · In Person

See the real license, in your hand, before anything else. Record that you saw it and the details below · and trust the check: mismatch means no drive.

Driver full name (as on license):

License state / expiry (as shown):

Name matches the person in front of you? (yes/no):

Driver phone number (call it now to confirm):

Driver arrived in / with (note for safety):

- ☐ The license is not expired as shown, and the photo matches the driver.
- ☐ A second person knows where you are and who you are meeting · tell them before the drive.
- ☐ Meeting is in a public, daylight place you chose.

You are recording that you checked · this page does not verify anyone's identity, driving record, or insurance. Only hand over keys when your own check satisfies you.

Agreed Drive Terms

Say it before the drive, write it here, both keep to it: route, time, riders, and rules for the road.

Route agreed (streets / area, in plain words):

Leave time / return-by time:

Who rides along (seller / driver alone · circle as agreed):

Fuel / mileage limit, if any (your words):

Payment or deposit arrangement, if any (your words):

- ☐ No-drive conditions were named: rain plan, highway or not, and any area that is off limits.
- ☐ The driver knows any quirk of this car that affects safe driving · stated here, in plain words.

Vehicle quirks the driver was told about:

Driver Acknowledgment & Signature

The driver reads this page aloud summary with you, then signs in your presence · before the drive, never after.

I, the undersigned driver, confirm: I hold the license shown on page 3; I will drive only the route and times agreed on page 4; I will obey traffic laws and drive with care; I understand any damage, ticket, or toll during my drive must be reported to the seller immediately at return; and I received a copy or photo of these agreed terms.

Driver name: _____ Signature: _____ Date/Time: _____

Seller name: _____ Signature: _____ Date/Time: _____

Vehicle plate: _____ Odometer out: _____

☐ Signed in person, with the times matching the actual leave time on page 4.

☐ Driver has a copy or clear photo of pages 4·5 before driving.

This acknowledgment records what was agreed and that the driver accepted those terms. What it legally creates or waives depends on your state and your facts · that is a question for an attorney, and this kit does not state it.

Return Walk & Close-Out

When the car comes back, walk it together immediately · same areas as your pre-drive photos · and close the record while both of you are present.

Return time (actual):

Odometer in:

Fuel level at return:

Damage or marks noticed at return:

Tickets / tolls the driver reports from the drive:

- ☐ Return photos were taken in the same spots as the pre-drive photos.
- ☐ Any issue found is written here now, with the driver present · not texted about tomorrow.

Pre-Drive Photo Checklist

Two minutes of photos before the drive protects both sides: the seller from new-damage arguments, the honest driver from old-damage blame.

- ☐ Four corners, both sides, roof, and wheels · taken in daylight, in the meeting place.
- ☐ Interior: seats, dash, odometer close-up with today's date visible somewhere in frame.
- ☐ Existing marks: one close-up each, with a coin or key for scale.
- ☐ Photos stay in original form on your phone · no filters, no edits, backed up tonight.

Existing marks already on the car (list):

Photos taken by (name / time):

Safety Plan for Sellers

The car is replaceable. Run every test drive like a safety plan first and a sale second.

- ☐ Meet in daylight at a public place · a police station safe-exchange zone if your town offers one.
- ☐ Bring a second person, or keep someone live on the phone who knows the route and return time.
- ☐ Keep your title, spare keys, and personal papers out of the car during drives.
- ☐ Remove valuables, garage openers, and anything with your home details before any stranger drives.
- ☐ If the driver refuses ID, the route, or the signature: the drive does not happen. End it politely and keep your keys.

My check-in person for this drive:

If not back by (time), they will:

Showing & Drive Log

Selling takes more than one showing. One line per person who saw or drove the car, so interest, drives, and follow-ups stay straight.

Date	Name	Drove? / signed?

Person who asked to drive without ID or signature (record the refusal):

Follow-up owed, and to whom:

- ☐ Only drivers with a completed pages 3·5 record are marked as having driven.
- ☐ Messages about this sale are saved · price talk and promises live there, not in memory.

Closeout & Sale File Checklist

File each drive with the sale it belonged to. If a ticket arrives next month, this file answers whose drive it was.

Closeout checklist

- [ ] Verification, agreed terms, signed acknowledgment, return walk, and photos are filed together by drive date.
- [ ] The spreadsheet drive log is updated: every showing, every drive, every signed acknowledgment.
- [ ] After a completed sale, this packet files with the bill of sale · one vehicle, one complete story.

Questions to ask a professional

- Ask your insurer: how is a permitted test drive treated under my policy, in your words?
- Ask your attorney: what acknowledgment wording does my state expect for private sales?
- Ask your local police non-emergency line: where is the nearest safe-exchange meeting zone?

This kit is a general documentation and safety-planning tool you complete from your own checks and agreements. It is not legal advice · consult an attorney about your situation. It states no insurance rule or liability law as applying.