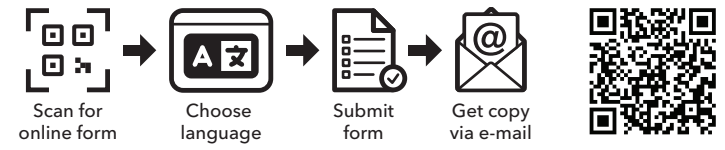




Pre-Delivery Inspection Checklist for E-Bikes



To ensure that Tern riders have the best experience with our e-bikes, we've put together a checklist that helps you verify the bike is in good working order when you hand it over to the rider. Sign this card with your name or initials and hand it to the rider after the inspection. Don't forget to keep a copy of the card for your records.

GENERAL INFORMATION

Rider Name	
Bike Model	
Generation	
Tern Service Tag No.	
Frame No.	
Key Number(s)	

Please add your initials next to each checked item. Add "N/A" or leave blank if not applicable.

FRAME & FORK

Initials

Paint has no scratches or blemishes present	
No structural damage (cracks, ripples, bends) present *Pay close attention to welds	
Suspension Fork adjustability tested and working	
Suspension Fork checked for smooth compression, with no oil leaks	
Dropouts properly aligned on Frame and Fork	

WHEELS

Initials

Wheels & Tires fitted correctly	
Wheels trued	
Quick Releases & nuts/bolts tightened	
Thru Axles torqued	Front: ___ Nm Rear: ___ Nm
Bearings checked for play	

WHEELS

Initials

Spokes properly tensioned	
Tire pressure correct	Front: ___ Psi Rear: ___ Psi

STEERING

Initials

Handlepost/Stem adjusted to align with Front Wheel & torqued	
Grips tightened	___ Nm

DRIVETRAIN

Initials

Crank bolts torqued	___ Nm
Lockring (Cassette/Sprocket) torqued	___ Nm
Chain/Belt properly tensioned	
Drivetrain runs smoothly without interfering with Frame, Tires, etc.	
Quick Links secured	
Pedals torqued	___ Nm

GEARS

Initials

H and L screws on Derailleur adjusted	
Derailleur Hanger aligned	
Bolts (Shifters, Derailleurs, Derailleur Hanger, Cables) torqued	

BRAKES

Initials

Brakes adjusted	
Bolts (Brake Levers, Rotors, Calipers) torqued	



BRAKES

Initials

Brake function tested *Pads should not make contact with Rotors unless the Brake Lever is pressed	
Brake mounting points aligned	
Brake system is free of oil leaks	

E-BIKE SYSTEM CHECKS

Initials

System turns on and off without error	
Motor power assist functions properly	
Front & Rear Lights turn on and off without error	
High/low beam functions properly	
Brake Light functions properly	
Battery(ies) can be charged on/off bike	
Battery Key unlocks Battery & Battery can be removed	
Battery(ies) can be seated properly in the Battery Mount(s)	

FOLD & UNFOLD

Initials

Cables, Wires, components, or accessories do not interfere with fold	
Frame & Handlepost Latches checked for proper tension	
Frame & Handlepost Joints move smoothly	
Front & Rear Magnetix aligned and properly connected	

OTHER

Initials

Cables & Wires are secured, undamaged, untangled, and unsnagged	
Mudguard securely fastened	
Racks securely fastened and aligned	
Mudguards do not interfere with Wheels or Rack	
Accessories installed	
Kickstand function checked	
Lockstand checked for smooth locking/release & torqued _____Nm	

OTHER

Initials

Reflectors checked	
Bell checked	
Frame Lock can be opened & locked	

CUSTOMER HANDOVER

Initials

Saddle, Seatpost Clamp & Stem height adjusted, aligned, and secured	
Manual pack supplied	
Owner Briefing completed	
Tern Care sign up process explained	
Third-party components registered if necessary *Check third-party manuals for more information	
Battery & tested Battery Charger included	
Two Battery Keys included, and key number recorded (on this checklist and emailed to owner)	

INSPECTION INFORMATION

Bike Shop	
Inspected By (Sign or Initial)	
Date(s) of Inspection	
Handed Over By (Sign or Initial)	
Date of Handover	

NOTE:

Please refer to the corresponding manuals of third-party components for torque values.

