

BMW European Delivery Travel Checklists

Updated: July, 2015

THINGS TO DO PRIOR TO TRIP

- ☐ Get a passport, which takes some time to get.
- ☐ Get an International Driving Permit from AAA no matter where you plan on driving in Europe
- ☐ Purchase airline tickets and select seats (Google Flights)
- ☐ Reserve hotel rooms. If travelling in the summer, book rooms with air conditioning and parking (Booking.com)
- ☐ Get GPS coordinates of all hotels and destinations for faster and accurate navigation input
- ☐ Print city and driving maps as backup
- ☐ Purchase Austrian / Swiss vignettes (Tolltickets.com)
- ☐ Reserve SIXT complimentary limo service to hotel, Welt or airport
- ☐ Reserve car pick up day and time at Welt
- ☐ Reserve BMW Premium tour (English)
- ☐ Reserve drop-off date and time at selected drop-off location
- ☐ Locate car wash near drop-off location
- ☐ Get chip and pin credit cards
- ☐ Notify all credit / debit card companies of travel dates so that they will not place a hold while travelling
- ☐ Check with the credit / debit card companies their rates for merchant purchases and ATM withdrawals
- ☐ Change credit card pin code to 4-digits (Europe standard)
- ☐ Sign up for AT&T International Data Plan or get a sim card for your phone
- ☐ Password protect phone and tablet
- ☐ Read Owner's manual
- ☐ View Nurburgring driving videos on YouTube if you are going to drive your car there to get tips
- ☐ Learn basic language phrases
- ☐ Type up and print out a paper with common phrases in English and the local language:
 - ☐ (Where's the bathroom, where's a gas station, where's an ATM, numbers to identify gas pump station)
- ☐ Install Google Translate, Speak & Translate applications on your phone and tablet
- ☐ Install Wunderground application to get accurate weather reports including radar map for Europe
- ☐ Install HERE map application on your phone and tablet which is also used by most car navigation systems
- ☐ Install Uber application on phone and sign up for service if needed during travel
- ☐ Install airline-specific applications like United on your phone so that you can use the digital boarding pass
- ☐ Make reservations for unique attractions like Villa Balbianello at Lake Como or the Ann Frank House in Amsterdam in order to visit or avoid really long ticket lines
- ☐ Verify that your check-in luggage complies with airline maximum size and weight or face additional steep charges

THINGS TO DO RIGHT BEFORE TRIP DEPARTURE

- ☐ Check 10-day local weather forecasts and adjust wardrobe accordingly (weather underground)
- ☐ Print airline boarding passes
- ☐ Turn on out of office work email reply message
- ☐ Submit vacation mail hold to post office
- ☐ Set home thermostat on vacation mode
- ☐ If you have pets, make arrangements for someone to take care of them
- ☐ Set home alarm on and have a contact person locally in case it is activated
- ☐ Turn off network server
- ☐ Water plants

THINGS TO PACK

- ☐ Passport
- ☐ Driver's license
- ☐ International Driving Permit
- ☐ Spare prescription eyeglasses or contact lenses
- ☐ Headphones (for movies on airplanes)
- ☐ Blindfold / earplugs
- ☐ Sleeping aid (melatonin, Ambien)
- ☐ Swim shorts
- ☐ Travel alarm
- ☐ Umbrella
- ☐ Snacks like energy bars
- ☐ Watch (replace battery)

- ☐ Empty water bottle that can be filled up after passing thru security
- ☐ Kensington international plug wall adapter with 2 USB ports
- ☐ USB stick with music files to transfer to navigation hard drive (20GB maximum)
- ☐ Digital camera, GoPro, 64-128GB memory cards, extra battery, car mounts, remotes, mike, mini tripod
- ☐ Pack of glass wipes to clean windshield if using a GoPro inside
- ☐ Camera, phone and tablet charging cables
- ☐ Extra copies of passport and driver's license
- ☐ Microfiber towel to clean car and spray wax

THINGS TO ASK DELIVERY SPECIALIST AT WELT

- ☐ Load music files from USB stick onto navigation hard drive, and then reinstall USB stick with EU maps
- ☐ Get applicable free gifts like the 10 euro gift shop voucher, engraved keychain, bottled water, Harmon Kardon Bluetooth speaker, Bucherer stopwatch voucher, safety vests
- ☐ Get packet of information, registration and insurance
- ☐ Get free Pollutant Group 4 green emissions sticker for German cities including Munich
- ☐ Setup the digital speedometer to display KPH instead of MPH
- ☐ Learn how to input and recall destination GPS coordinates into the navigation system
- ☐ Get input on programming M1 and M2 buttons
- ☐ For the DCT transmission, verify how to shift the car into Park including parking on hills

TRAVEL TIPS

- ☐ Try to pack light...
- ☐ Verify that hotels ideally have free on-site covered or surface parking
- ☐ Check which of you hotels have laundry service so you do not have to search for and use laundry mats
- ☐ Leave passport, spare credit card and extra cash in hotel safe when touring a city.
- ☐ Carry a copy of your passport with you when touring a city.
- ☐ At the Welt, they will give you your packet of information/registration/insurance. Do NOT leave these in the car. Carry them wherever you go. If your car gets stolen with the documents in it, you may encounter some problems.
- ☐ In addition to having outside identification tags on luggage, place a business card inside the luggage or backpack if outside tags get lost.
- ☐ Get a paper receipt every time you fill-up with gas to keep track of quantities
- ☐ Turn off video cameras at border crossings so that guards will not erase or confiscate your camera

THINGS TO DO AT DROP-OFF

- ☐ Maximum 1/4 or less in gas tank. Anything higher will be siphoned off.
- ☐ Wash car so that any damage done during ED is visible by you and can be claimed during insurance inspection
- ☐ Photograph dashboard to document final trip mileage on the odometer and average speed
- ☐ Take the US front plate bracket/mount back with you. That way the dealer won't be able to bolt it on at redelivery
- ☐ Take USB stick with EU maps
- ☐ Take ONE of the car keys that have your profile already stored in it. The other key stays with the vehicle.
- ☐ Take warning triangle and brackets attached with Phillips screws (use Phillips screwdriver included in trunk tool kit)
- ☐ Take BMW packet of information, registration and insurance
- ☐ Take first aid kit (includes scissor)
- ☐ Take cargo net
- ☐ Take emergency vests

THINGS TO REMIND RE-DELIVERY DEALER

- ☐ Do not mount US front license plate on car
- ☐ Keep both front and rear European license plates
- ☐ Do not forget to take vehicle out of "delivery mode"
- ☐ Do not remove any of the vignette stickers on the windshield
- ☐ Do not put on any dealer **sticker** or badge on car
- ☐ Do not wash or detail car (personal preference)
- ☐ Verify whether the required M car 1,200 mile service was done at the Vehicle Delivery Center. If not, have them do it.

THINGS TO DO PRIOR TO RE-DELIVERY

- ☐ Contact auto insurance company to get quote and schedule coverage upon re-delivery
- ☐ If desired, order a personalized license plate from the DMV
- ☐ Buy car care supplies and organize garage for new vehicle
- ☐ Buy accessories like floor mats, painted kidney grilles and reflectors, radar detector, speakers, carbon fiber, etc.
- ☐ Check on pricing and schedule installation of protection film like Xpel Ultimate or SunTek