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Digital Camera – Even though camera phones have advanced quite a bit, they still have shortcomings. They normally produce extreme glare in photos taken in bright sunlight. An inexpensive digital camera will always result in better photos, as well as... the memory card can be removed and placed in your computer for very quick uploading to your folders.

Smart Phone/Tablet – Our systems are built smart phone & tablet friendly, so some reps prefer to enter the data or pictures onsite during an inspection, rather than returning home and using a computer.

Laptop – A laptop can be used in conjunction with a mobile hotspot or wi-fi in the field. Despite being larger than a smart phone or tablet, it has its advantages...and many reps won't walk out the door without it.
Covered Clipboard – Makes filling out an inspecting report easy and also will protect the document from dirt and miscellaneous damage…and also will protect your paperwork in the event of sudden rain.

Wide Tape Measure– A “Fat Max” or “wide” extendable tape measure can be useful when measuring equipment or truck beds to get accurate measurements because they can extend further without bending or “snapping”

Wheeled tape measure - can be useful when measuring long trailers and other types of machinery when you need to get accurate measurements on large units..... these run $25-$50, but often can be purchased for $10 at pawn shops

Selfie Stick – Particularly useful when taking photos of dump truck beds and other hard to reach areas...these are very inexpensive often you’ll find them at the Dollar Tree for $!
**Hedge Trimmers** – a set of hedge trimmers or a cheap pawn shop battery operated weed eater sometimes comes in handy if a unit has been parked and has weeds growing around it. A quick trim job removing the unsightly weeds will make the unit photo’s look much better.

**Plastic Grocery Bags** - are useful when a unit has old coke bottles or burger wrappers inside the cab or operator’s area. You can quickly place these items in a bag before taking your pics which will make the photo’s look much more attractive to a buyer.

**Cleaner/De-Greaser** – Any type of cleaner, degreaser, WD40, or spray carb cleaner can be used to easily clean off a dirty or greasy data plate/serial number plate to make it easier to read and photo. You may also find situations where you may want to wipe down a dusty truck dash before taking interior pics.

**Rags** – Always have some rags or wipes in your vehicle for various purposes.
**Mobile Hotspot** – can be added to a cellphone plan very cheaply. It converts your cellphone into Wi-Fi router, which allows you easily connect and use your laptop or tablet in your vehicle anywhere you may be. This is very useful when you need equipment values quickly.

**Power Inverter** – allows you to continuously power your laptop or portable printer when conducting business in your vehicle via the cigarette lighter or a/c port.

**Printer** – As you become a more seasoned rep you will find it very useful to have a portable printer in your vehicle. This, along with a mobile hotspot and laptop will enable you to quickly generate an evaluation document to give to your seller regarding the value of their unit/s. This professional presentation method will help you tremendously obtaining the seller’s absolute lowest cost.
Create a system

Example: if you like to take photo’s first, complete the Inspection Form next, and lastly take any measurements.... we’d advise you to do so in this same order “every time”! By having a specific order that you do an inspection, you’ll be far less likely to forget or overlook something. New reps almost unanimously encounter this issue ..... that is, until they adopt a system

Ask the Seller Questions

1. Ask about any problems that we need to be aware of....... we sure don’t need a buyer from far away traveling to inspect the unit, only to find out it has a major issue that we did not include in our ad.

2. Ask questions about any recent service, new parts, optional equipment, or anything else that may bring additional value to the unit and possibly make it more attractive to a potential buyer. If so, ask if there is documentation to back up any recent overhauls or service

3. Ask about the title(for vehicles/trailers) or ownership status(for machinery) , if its free & clear, rebuilt, salvaged, or if a balance is still owed on the unit(which is fairly common) and then include that data in the title section at the bottom of the Inspection Form. Lastly, if the title is free and clear ask for a copy front and back, if a buyer needs financing, the bank will need a copy of the title to process a loan.
# Filling Out An Inspection Form

## Truck Inspection

### Engine Info
- Make: 
- Model: 
- H.P.: 
- Engine Brake: Y / N
- Engine Overhauled: 
- Documented Overhaul: 

### Transmission Info
- Make: 
- Automatic / Manual
- # of Gears: 
- Gear Ratio: 
- Trans Overhaul?:
- Documented Overhaul: 

### Suspension
- Type: 
- # of Rear Axles
- F/Axle Rating (lbs): 
- R/Axle Rating (lbs): 
- GVWR (lbs): 
- Wheelbase in Inches

### Misc.
- Wet Kit
- Headache Rack
- Differential Lock
- Air Ride Cab
- Double Frame

## Options & Details
- Dump Truck: 
- Hydraulic Rear Lift Gate
- Bed Liner
- Electric Tarp
- Capacity: __________ yards
- Crane/Rollback/Bucket/Grapple/Rolloff Truck: 
- Lift Make
- Lift Serial#: 
- Max Reach: __________ ft
- Lift Capacity: __________ lbs
- Box Truck: 
- Hydraulic Lift Gate
- Refrigerated
- Side Door
- Roll Up Door
- Tank Truck: 
- Capacity: __________ gallons
- Type of Liquid/Gas it transports: 
- 2019 Certified
- Service Truck: 
- Welder
- Air Compressor
- Crane
- Toolboxes
- Fuel/Lube Tank
- Sleeper Type: 
- Raised Roof
- Mid Roof
- Flat Top
- Other
- Sleeper Options: 
- Microwave
- Refrigerator
- Cabinets
- Dinette
- Stove
- Shower
- Sink
- Toilet
- Sofa
- Desk
- Convection Oven
- Washer/Dryer
- Other
- Interior Options: 
- Air Ride Seat
- Heated Mirrors
- Power Mirrors
- Power Door Locks
- Wood Floors
- GPS
- Custom Stereo
- Other

### Dimensions of Bed/Box:
- Length: 
- Width: 
- Height (box & dump beds): 

List other features, options, attachments or specs not listed above

Does the unit operate as it should? [ ] Yes [ ] No
Is the Seller aware of any issues or problems?

List all known Problems or Issues

### Sellers Information
- Sellers Name: 
- Company Name: 
- Address: 
- Phone: 
- Email Address:

Title Info: 
- Free & Clear
- Rebuilt
- Bank Lien
- Salvaged

Seller’s Minimum Cost: 

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### Truck Inspection

**Type of Truck:** Kenworth  
**Year:** 1985  
**Make:** K100 Kenworth  
**Model:** K100  
**Odometer:** 555,680 miles

<table>
<thead>
<tr>
<th>Engine Info</th>
<th>Transmission Info</th>
<th>Suspension</th>
<th>Misc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make: CAT</td>
<td>Make: Fuller-Eaton</td>
<td>Type: Air 8,000</td>
<td>Wet Kit □</td>
</tr>
<tr>
<td>Model: 400B</td>
<td>Automatic (Manual)</td>
<td># of Rear Axles: 2</td>
<td>Plumber Piping □</td>
</tr>
<tr>
<td>Engine Brake: □</td>
<td>Gear Ratio: 35.5</td>
<td>R/Axle Rating (lbs): 40K</td>
<td>Differential Lock □</td>
</tr>
<tr>
<td>Engine Overhauled □</td>
<td>Trans Overhaul?</td>
<td>GVWR (lbs): 17,470</td>
<td>Air Ride Cab □</td>
</tr>
<tr>
<td>Documented Overhaul □</td>
<td>Documented Overhaul □</td>
<td>Wheelbase in Inches: 230&quot;</td>
<td>Double Frame □</td>
</tr>
</tbody>
</table>

**Options & Details**

- **Dump Truck:** Hydraulic Rear Lift Gate □  
- **Bed Liner:** □  
- **Electric Tarp:** □  
- **Capacity:** _______ yards

- **Crane/ Rollback/Bucket/Grapple/Rolloff Truck:** Lift Make □  
- **Capacity:** _______ ft  
- **Lift Model:** □  
- **Max Reach:** □  
- **Capacity:** _______ lbs

- **Box Truck:** Hydraulic Lift Gate □  
- **Refrigerated:** □  
- **Side Door:** □  
- **Roll Up Door:** □

- **Tank Truck:** Capacity _______ gallons  
- **Type of Liquid/Gas it transports:** 2019 Certified □

- **Service Truck:** Welder □  
- **Air Compressor:** □  
- **Crane:** □  
- **Toolboxes:** □  
- **Fuel/Lube Tank:** □

- **Sleeper Type:** Raised Roof □  
- **Mid Roof:** □  
- **Flat Top:** □  
- **Other:** □ SINGE □

- **Sleeper Options:** Microwave □  
- **Refrigerator:** □  
- **Cabinets:** □  
- **Dinette:** □  
- **Stove:** □

- **Shower:** □  
- **Sink:** □  
- **Toilet:** □  
- **Sofa:** □  
- **Desk:** □  
- **Convection Oven:** □  
- **Washer/Dryer:** □  
- **Other:** □

- **Interior Options:** Air Ride Seat □  
- **Heated Mirrors:** □  
- **Power Mirrors:** □  
- **Power Door Locks:** □

- **Wood Floors:** □  
- **GPS:** □  
- **Custom Stereo:** □  
- **Other:** □

- **Dimensions of Bed/Box:** Length _______ Width _______ Height (box & dump beds) _______

List other features, options, attachments or specs not listed above: **Brand New Red Dot HVAC System (Down)**  
**All New Brakes, Drums, Hubs, Tires**

Does the unit operate as it should? □ Yes □ No  
Is the Seller aware of any issues or problems? □ No

List all known Problems or Issues:  

**Sellers Name:** John Tracy  
**Title Info:** □ Free & Clear □ Rebuilt □ Bank Lien □ Salvaged □

**Address:**  
**Phone:**  
**Email Address:**

**Seller’s Minimum Cost:** $49,000

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Always include seller address, phone, and email
Here are the **top two questions** potential buyers always ask

1. What’s your best price?”

2. “Can you send me more photo’s?”

Simply taking a few good photo's is not enough......you should take “many, many” photos of a unit. A good rule of thumb is, **always take more pictures than you think you’ll need**, you never know what specific picture a buyer may want to see!

Not only will you be forced to drive back out to the seller’s location to take more pictures, but also...the buyer will continue to shop. This delay on your part could result in the buyer finding another unit to purchase.

**Not having enough photo’s “will” cost you sales, but the good news is......it’s 100% avoidable and in your control!!!**

“The Key To Success Is To Focus On Goals, Not Obstacles” - unknown
Photo Do’s and Don’t’s

Take clear pics of the unit.....be sure the entire unit is “centered” in the photo!
EXTERIOR: Take pictures of the exterior of the unit in a clockwise or counterclockwise fashion.

"I find that the harder I work, the more luck I seem to have." – Thomas Jefferson
Take plenty of detail shots of the bucket, attachments, cab, controls, hydraulic lines, tires and any other details you can possibly photograph. If you’re not sure which detail shots to take......just take closeup pics all over the machine (note: this is approximately 1/3 of the amount of pics needed to fully document this Bobcat 773 Skid Steer properly)
Always take a CLEAR picture of the VIN#/Data plate

Note: The second picture is not clear enough to read the VIN #

Without a good picture of the VIN/serial plate:

1. You will not be able to use the Vin/Serial # to collect missing data
2. Errors in the invoice/bill of sale are possible
3. We will not approve the listing...... unless the data plate was missing

“Successful people do what unsuccessful people are not willing to do” Jim Rohn
Always get clear closeups of the “dashboard switches” on a truck, it helps to identify options the truck may be equipped with.

"The most difficult thing is the decision to act, the rest is merely tenacity."

*Amelia Earhart*
This description should include basic machine specs, additional options & features, recently installed parts, recent service completed, and any problems or issues the seller made you aware of during the inspection.

Having a fair price and taking good photos are the #1 and #2 things that will create initial buyer interest..... but once you have that interest, it’s the detailed info you’ve provided which will ultimately create a successful sale.

Please watch and review Training Video #4, not only will it teach you the basics of “Writing a Good Description”, it’ll also teach you how to gather machine or truck specs thru online databases, as well as......show you how to collect any other missing info or data that you were unable to collect during your initial inspection.

** If you do not include this detailed info in your listing, you’ll receive an email alerting you it was “rejected” .... along with the reason it was denied.

"If you are not willing to risk the usual, you will have to settle for the ordinary." Jim Rohn
Year, Make, Model (be specific on model such as LGP, XL, etc) - hour meter reading, engine make, H.P., transmission info, lift capacity, track width, blade/bucket type (4 way, 6 way, etc, 3yd buc, 5 yd buc) blade/bucket width(ft), blade/bucket height(in), operating weight, type of controls (lever or joystick)....then include any other info, such as: if the unit is equipped with heat/air, does it have sweeps, ROPS, screens, drawbar/pull bar, a ripper, GPS, any computerized leveling systems, quick coupler detach, etc, etc.

“Deere 650J LGP” Dozer”

2005 Deere 650J LGP, 3056 hrs, Deere 4045T diesel, 99 H.P., hydrostatic trans, track width 28”, blade 9’6” W X 32” H, six-way blade, operating weight 19,790 lbs, joystick controls, ROPS, enclosed cab with heat/air, radio, financing available, more info upon request

Deere 650J wide track machine runs out good reliable JD ENGINE! air blows cold, it’ll keep you cool on hot summer day, runs a great…. she’s a looker! Come get it…won’t last long!!!!

"Don't let the fear of losing be greater than the excitement of winning." – Robert Kiyosaki
Year, Make, Model, Type of Truck (dump truck, flatbed, etc., etc.) sleeper dimensions if equipped, features such as a crane and its lift capacity, a tank ... include gallon capacity, odometer reading, engine make, engine model, H.P., transmission info, suspension type, front & rear axle ratings, gear ratio, wheelbase in inches, (next, please list if its equipped with any of the following) an engine brake, a wet kit, a differential lock, air sliding fifth wheel hitch, air ride cab, air ride seat, heated mirrors, power windows, GVWR, wheel composition (aluminum or steel), bed dimensions & height (if it has a bed), and any other options, also list any new parts, tires, or rebuilt engine/transmission info

2004 Peterbilt 379 Tri-Axle Dump Truck – Odometer reads 652,934 miles, Cat C-13 diesel, 380 H.P., 8LL trans, Hendrickson susp, 20K fronts, 46K rears, 4.11 gear, WB 240”, 3 stage engine brake, diff lock, air ride seat, aluminum wheels, power windows, heated mirrors, hydraulic rear lift gate, 21.5 yard “Stampede” OX body, bed dimen 16’L X 96”W X 60” H, new turbo installed at 633,572 miles (documented), brakes and clutch replaced 645,232 miles (documented)...financing available, more info upon request

04 Peterbilt Dump Truck.. HAS CAT ENGINE large dump bed..good tires,good paint lots of chrome, seller says truck gets regular work done...great deal, come get it this truck is a real beauty!!

"Success seems to be connected with action. Successful people keep moving. They make mistakes, but they don't quit." – Conrad Hilton
Proxy Web Tools

Click the “Menu” tab on the Proxy portal to display the function tabs

Training Videos – These will teach you how to upload a listing, edit photos, take good photos, write a good listing and collect missing info.

Forms & Guides – Download the Inspection Forms and “always” keep extra copies in the back of your field manual.

Study the Truck, Trailer & Equipment PDF’s, They’ll not only give you a visual reference for the most common types of equipment, trucks and trailers that are sold….but also, they’ll give you a brief description of what each is commonly used for.

Click the “Options” tab on the Proxy portal to display the function tabs

Quick Comp Search – Enter the equipment make & model to quickly get auction data & values for your units.

Quick VIN Search – Enter a truck VIN to quickly get the correct year model. Conduct a VIN check “every time” you list a Truck!

Serial# Search – Though not always able to produce results for every type of equipment we sell, it is can useful to obtain data for many of the later models produced by the top manufacturers. This system is always being continuously updated and added to.

"Some people dream of success while others wake up and work." - unknown
The following websites can be helpful tools to collect various data and info…. Bookmark these to your computer for quick access

**ironrecord.com** – exclusive site to search Caterpillar equipment easily by using the serial number listed on the data plate

**thebluebook.com** – site used to locate contractors/businesses by using your city or area code to zero in on potential sellers

**richiespecs.com** – very good site to obtain “detailed” equipment specs for many, many types of equipment when you need more info

**http://cmvid.nisrinc.com/CMV_ID/CMV_ID.asp** - is a great site to verify the correct year model of a trailer.....and sometimes collect additional trailer data

**https://driving-tests.org/vin-decoder/** - this is another truck VIN decoder, often this site will give you additional details other VIN decoders

**tractordata.com** – site used to collect data for many different types of Tractors....their database is very extensive and goes very far back

**Other ways to collect data:**

Use manufacturer sites such as deere.com, cat.com, etc., etc., etc.

Call the manufacturer directly, ask for their help, give them the serial number of the unit and ask them the questions you have regarding the unit

Call a Truck dealer, ask for parts or service, give them the last 6 digits of the VIN# and ask the questions you have regarding the unit

"The only place where success comes before work is in the dictionary." -Vidal Sassoon
Please keep this Field Guide with you daily, it’s a useful tool to help you shorten your ramp up time and learning curve. If you keep this manual with you, review it often, and follow the procedures outlined.....you will have a FAR greater chance to succeed as a field rep with Proxy Equipment.....which is what we both want!

Many times we’ve hired new reps who’ve lacked any previous experience or background in our industry.... yet, many of the un-seasoned reps often turn out to become the most successful and highest paid reps in the entire company!!

Why is this so common? It’s pretty obvious...many newly hired reps that have “some” background in our industry often feel they have nothing to learn, and quite often fail quickly! Meanwhile, many of the new reps who’ve lacked that experience seem far more willing to learn and much more eager to be taught. They’ll watch the videos repeatedly, study their manuals, call their regional manager daily and ask plenty of questions.

This is a very, very enjoyable and financially rewarding career. If you truly want to succeed quickly, don’t take shortcuts...follow the steps laid out in this training program.

"The difference between who you are and who you want to be is what you do."
- unknown