Equipment Buyer Worksheet

Machine and Seller

TOOLS. PARTS. REAL ANSWERS.

Use one worksheet per machine. Record answers, request supporting documents and mark anything not verified. Keep photographs and quotes with this worksheet.

Date

Buyer or business

1 Identify the machine and seller

Equipment type

Year claimed

Make

Complete model

Serial or product ID

Meter reading

Engine serial number if applicable

Meter units and date read

Listing or stock ID

Attachments or configuration

Seller or company

Contact name

Phone or email

Machine location

Asking price and currency

Listing or quote date

2 Confirm the machine fits the work

Intended work and expected use

Capacity reach access dimensions or other required specifications

Ground surface environment power source and transport needs

3 Ask for records and written confirmation

- ☐ Machine ID matches listing and documents; specifications verified in the correct manual.
- ☐ Service history, hours and relevant inspection records requested and reviewed.
- ☐ Applicable safety bulletins and corrective-work status checked with the manufacturer.
- ☐ Seller authority to sell, ownership documents and any outstanding finance clarified.
- ☐ Warranty entitlement, exclusions and transfer conditions confirmed, if applicable.

Missing records or questions for the seller

Equipment Buyer Worksheet

Condition and Follow Up

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Make and model

Serial or product ID

These are buyer review prompts, not an operating procedure or a complete inspection. Use the correct manufacturer manual and arrange evaluation by a qualified person. Do not operate equipment with unresolved safety concerns.

4 Record condition and verification needs

Check one status per row. OK = no issue noted in this review; Review = further assessment needed; NC = not checked; NA = not applicable. OK does not certify safe operation.

Review area	OK	Review	NC	NA
ID plate, manuals and safety labels	☐	☐	☐	☐
Structure, corrosion, damage or evidence of repairs	☐	☐	☐	☐
Guards, access points and protective components	☐	☐	☐	☐
Tires, wheels, tracks or undercarriage	☐	☐	☐	☐
Leaks, hoses, fittings and fluid condition	☐	☐	☐	☐
Battery, electrical wiring and charging equipment	☐	☐	☐	☐
Engine, cooling and emissions systems if fitted	☐	☐	☐	☐
Controls, alarms and emergency functions	☐	☐	☐	☐
Drive, steering, braking and applicable safety devices	☐	☐	☐	☐
Attachments, connectors and configuration compatibility	☐	☐	☐	☐

5 Inspection evidence and unresolved findings

Inspector or service provider

Inspection date

Manual checklist report and photo references

Finding or question

Person responsible and due date

Required repairs and written quote reference

Equipment Buyer Worksheet

Costs and Purchase Decision

TOOLS. PARTS. REAL ANSWERS.

Make and model

Serial or product ID

Use dated quotes where possible. Mark estimates and unknowns. Keep initial purchase costs separate from recurring ownership costs; use the same currency throughout.

6 Estimate initial cash required

Cost category	Amount	Quote or estimate
Negotiated machine and included attachments		
Tax or transaction charges		
Inspection and assessment		
Transport loading and unloading		
Immediate repairs and overdue service		
Setup training or required accessories		
Optional protection plan and other initial costs		
TOTAL initial cash required		

7 Estimate recurring costs separately

Budget period

Expected operating hours for this period

Cost category	Amount	Quote or estimate
Planned maintenance consumables and inspections		
Fuel charging insurance storage and other recurring costs		
Repair reserve and downtime allowance		
TOTAL recurring budget for the stated period		

If financing, attach the lender quote showing down payment, financed amount, rate, term, fees and total payments. Do not add the purchase price and all loan principal payments together in the same cost total.

8 Decide what happens next

☐ Proceed ☐ Negotiate ☐ Get more information ☐ Walk away

Offer amount and conditions that must be met first

Next action and responsible person

Target date

Decision notes: retain the inspection report, seller confirmations, cost quotes and agreed terms with this worksheet. A completed worksheet does not establish ownership, warranty coverage or regulatory compliance.