

Inspect before the deadline

Record the seller's actual return terms first. Check the features you rely on, keep dated evidence privately and repeat faults while a remedy remains practical.

Model / configuration**Seller / order reference****Inspection date****Return deadline / time****Seller contact route**

OBSERVABLE CHECK	PASS	FAIL	N/A
01 Ownership / activation locks can be released by the seller.	☐	☐	☐
02 No unexpected management enrollment or firmware lock.	☐	☐	☐
03 Model, RAM and storage match the advertised configuration.	☐	☐	☐
04 Case and hinges: note visible damage and movement.	☐	☐	☐
05 Battery: no swelling, visible damage or unusual heat.	☐	☐	☐
06 Charger / cable: condition and rated compatibility checked.	☐	☐	☐
07 Display: solid colours, brightness and visible defects checked.	☐	☐	☐
08 Keyboard and touchpad: required keys and gestures tested.	☐	☐	☐
09 Ports and wireless: required connections work reliably.	☐	☐	☐

Stop use if there is swelling, smoke, damage or an electrical-safety concern. A checklist cannot certify a device's safety or remaining life.

Test your real workflow

A charging icon, an app icon or a successful boot does not confirm that every required function works. Record specific outcomes and the conditions that produced them.

OBSERVABLE CHECK	PASS	FAIL	N/A
10 Speakers, microphone, camera and required peripherals work.	☐	☐	☐
11 Battery-report date and capacity figures are recorded.	☐	☐	☐
12 Normal tasks run on battery; sleep/wake and charging checked.	☐	☐	☐
13 Essential apps run; repeatable heat/noise/slowdowns noted.	☐	☐	☐
14 OS/update state and exact model support policy checked.	☐	☐	☐

FAULT AND SELLER FOLLOW-UP

Symptom and steps to reproduce

Date / condition / private evidence reference

Seller response, next action and agreed deadline

Leave unchecked items open. Use N/A only with a reason. Keep proof of the seller's instructions and contact them before the actual deadline.

Prove you can restore it

Before repair, sale or reset, recover representative files to a separate test location. Open them with the applications you will need. Keep the original while required outcomes remain unresolved.

Device / backup date

Destination (private reference)

Write outcomes, not passwords. Example: "Current project opens with linked images."

REQUIRED OUTCOME	RESTORED / TESTED	OPEN ISSUE / NEXT ACTION

Confirm the backup destination, timestamp and any failed or skipped items.

Check linked assets, local app databases and recovery methods separately.

For irreplaceable data, use a complete verification process or qualified help.

ACCEPTANCE DECISION

Required files / access verified: _____ Date: _____

Unresolved required item = preserve the source and postpone destructive steps.

Give the move enough time

Confirm the exact model and region policy from the manufacturer. A support deadline and the installed update level are separate facts. The buffer below is a planning choice.

Exact model / region

Official policy source

Security-support end date

Buffer (days)

Migration target date

Migration target = confirmed support-end date minus your chosen buffer. If only a month/year is promised, use a conservative date and record the uncertainty.

30 days before target

Inventory essential apps, files and account access.

Status / next action: _____

21 days before target

Check backup coverage and open representative originals.

Status / next action: _____

14 days before target

Use the supported transfer and app-specific migration routes.

Status / next action: _____

7 days before target

Test calls, messages, files and a normal day of work.

Status / next action: _____

By target date

Resolve required failures and record acceptance before retirement.

Status / next action: _____

Keep authentication secrets out of the plan. Verify required access before signing out or resetting the old device. Follow manufacturer and organization instructions for managed equipment.

Companion reading: TechReviewz phone migration and pre-reset backup guides. This sheet is an original planning aid; it does not check policies, scan devices or erase data.