Client record

Vehicle check-in (car service, tyres)

Business name

CLIENT DETAILS

Full name

Phone number

Email

VEHICLE DETAILS

Plate number

Make and model

VIN

Mileage at drop-off

Fuel level

Fault reported by the customer

Condition at drop-off (scratches, dents, missing items)

Items left in the car

Estimated work and ready date

Notes

Date

Client signature

Specialist signature

Template from agendessa.com. A starting point, not legal or medical advice.