

Workshop stamp or name

Vehicle Check-In Sheet

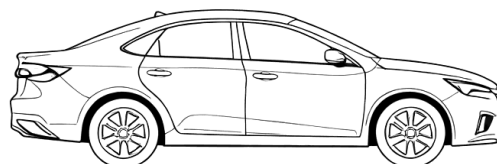
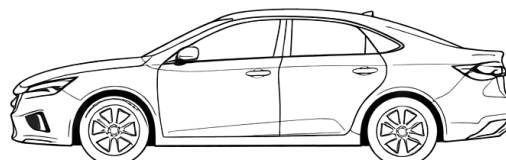
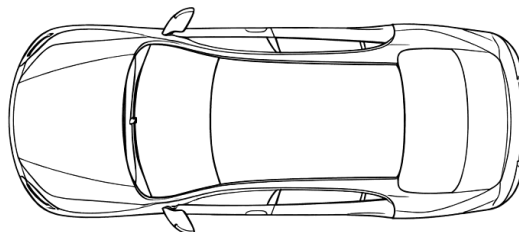
Customer		Cell	Date	Time
Registration	Make and model	Colour	Odometer (km)	Job or quote no.

Cabin & Controls

Checked	Yes	No		Yes	No
Dash	☐	☐	Parcel shelf	☐	☐
Clock	☐	☐	Service book	☐	☐
Seats	☐	☐	Radio / make	☐	☐
Covers	☐	☐	Cell phone kit	☐	☐
Mats / loose	☐	☐	Tools	☐	☐
Ashtray	☐	☐	Jack	☐	☐
Lighter	☐	☐			

Vehicle outline

Mark scratches, dents and chips on the drawing.



Body & Exterior

Checked	Yes	No		Yes	No
Hubcaps	☐	☐	Boot	☐	☐
Tyre / make	☐	☐	Tow bar	☐	☐
Spare wheel	☐	☐	Boot lid	☐	☐
Bonnet	☐	☐	Boot mat	☐	☐
Bumper (F)	☐	☐	Boot spoiler	☐	☐
Bull bar	☐	☐			

Glass, Lighting & Trim

Checked	Yes	No		Yes	No
Number plates	☐	☐	Rear lights	☐	☐
Windscreen (F)	☐	☐	Valance (F)	☐	☐
Windscreen (L)	☐	☐	Valance (R)	☐	☐
Mud guards	☐	☐	R/F fender	☐	☐
Aerials	☐	☐	R/F door	☐	☐
Wipers (F)	☐	☐	R/R fender	☐	☐
Wipers (R)	☐	☐	R/R door	☐	☐
Bumper (R)	☐	☐	L/F fender	☐	☐
Headlights	☐	☐	L/F door	☐	☐
Park lights	☐	☐	L/R fender	☐	☐
Spotlights	☐	☐	L/R door	☐	☐

Comments (by area)

R/F	_____
L/F	_____
R/R	_____
L/R	_____
R	_____
L	_____

Damage

☐ R/F fender	_____	☐ L/F door	_____	☐ Rear bumper	_____
☐ R/F door	_____	☐ L/R door	_____	☐ Tailgate	_____
☐ R/R door	_____	☐ L/R fender	_____	☐ Boot lid	_____
☐ R/R fender	_____	☐ Bonnet	_____	☐ Other damage	_____
☐ L/F fender	_____	☐ Front bumper	_____	☐ Other damage	_____

Fuel ☐ Empty ☐ Quarter ☐ Half ☐ Full

Vehicle arrived ☐ Towed ☐ Drivable ☐ Hail ☐ Accident

The customer agrees this sheet records the vehicle's condition at drop-off.

Customer signature

Received by (staff)

Date