



# VEHICLE INSPECTION AND SERVICE RECORD

JOB NO.

DATE IN	TIME	DATE OUT	TIME
TYPE		MODEL	VEHICLE NO.
MILEAGE		TYPE OF SERVICE <input type="checkbox"/> 3,000 MILES OR QUARTER <input type="checkbox"/> 12,000 MILES OR ANNUAL <input type="checkbox"/> OTHER ( <i>Specify</i> )	
INITIAL INSPECTION ( <i>Initials</i> )	DATE	FINAL INSPECTION ( <i>Initials</i> )	DATE

## SECTION 1 - PARTS

QUANTITY		STOCK NO.	DESCRIPTION	UNIT PRICE	COST
REQUIRED	RECEIVED				
					\$
RECEIVED BY ( <i>Signature</i> )			DATE	TOTAL ▶	\$

## SECTION II - MAINTENANCE

MECH. NO.	DESCRIPTION OF WORK	TIME		INITIALS	LABOR COST
		ESTIMATE	ACTUAL		
					\$
TOTAL ▶					
SIGNATURE OF FOREMAN OR SINSPECTOR		DATE	TOTAL COST ( <i>Parts and labor</i> ) ▶		\$