

GSA VEHICLE QUALITY DEFICIENCY REPORT

The Office of Vehicle Acquisition and Leasing Services, GSA Automotive, maintains records of vehicle defects for purposes of analyzing quality deficiency trends, and expediting corrective action. Your input may help predict future problems and expedite corrective action concerning your vehicle.

Complete the following form, save and email it to vehcile.buying@gsa.gov.

Attach any digital photos of the defect to your email. Account Management Representatives can be reached at 703-605-CARS (2277).

Date:	
Contact Name:	
Fleet Center:	
Address:	
City, State, Zip:	
Telephone & Fax Number:	
Vehicle Location:	
Agency Contact & Phone #:	
Year, Make, Model	
VIN Number:	
Tag Number and Mileage:	
RPN (Order) Number:	
GSA Contract Number:	
Contractor Name:	
Requisition Number:	
Vehicle under warranty?	
Was dealer contacted?	

Please describe the nature of the vehicle defect and any action taken:

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Check which of the following applies:

	Contact Contractor for Resolution
	Has customer been reimbursed for any expenses related to the repair of the stated deficiencies?
	Other:
	Report to NHTSA
	FOR INFORMATION ONLY – Corrected Under Warranty – Dealer Code:
	FOR INFORMATION ONLY - No corrective action needed

Routing

	Date:	Comments
FFAE:		