[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Auto repair garage vehicle intake form

Vehicle received - condition, fuel and customer concerns recorded before work starts.

Vehicle details

Date: _____

Customer: _____

Phone: _____

Registration: _____

Make / model: _____

Mileage: _____

Fuel level: _____

Existing damage: _____

Customer concerns [What the customer reports, in their words]

Agreed work [What is authorised today - anything beyond this needs a call first]

Consent I authorise the work described above. I understand I will be contacted before any additional work is carried out.

Sign-off: Customer: _____ **Received by:** _____ **Date:** _____