Ashford Business Services Ltd

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:** _____