[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. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Vendor service report

Record each contractor visit - what was done, how long it took, and whether it passed.

Report number	[VSR-0001]
Vendor	[Company]
Engineer	[Name]
Date of visit	[Date]
Service type	[Planned / reactive]

Work performed

[Describe the work carried out.]

Time on site

Arrived	Departed	Total hours
[Time]	[Time]	

Findings and recommendations

Finding	Recommendation	Quoted
[Finding]	[Recommendation]	[£ / No]
[Finding]	[Recommendation]	[£ / No]

Satisfaction

Work satisfactory	[Yes / No]
Follow-up required	[Yes / No - details]

[Company name]

Sign-off

Engineer	Facilities contact	Date