[Company name]

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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]

Sign-off

Engineer	Facilities contact	Date