Shop stamp or name

Vehicle Check-In Sheet

Customer		Phone	Date	Time
License plate	Year, make and model	Color	Mileage	RO or estimate no.

Cabin & Controls

Checked	Yes	No		Yes	No
Dash	☐	☐	Package tray	☐	☐
Clock	☐	☐	Owner's manual	☐	☐
Seats	☐	☐	Radio / make	☐	☐
Seat covers	☐	☐	Phone charger	☐	☐
Floor mats	☐	☐	Tools	☐	☐
Ashtray	☐	☐	Jack	☐	☐
Lighter	☐	☐			

Body & Exterior

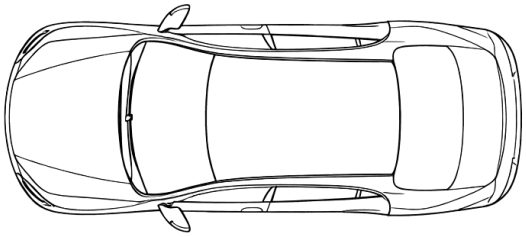
Checked	Yes	No		Yes	No
Hubcaps	☐	☐	Trunk	☐	☐
Tire / make	☐	☐	Trailer hitch	☐	☐
Spare tire	☐	☐	Trunk lid	☐	☐
Hood	☐	☐	Trunk mat	☐	☐
Bumper (F)	☐	☐	Rear spoiler	☐	☐
Grille guard	☐	☐			

Glass, Lighting & Trim

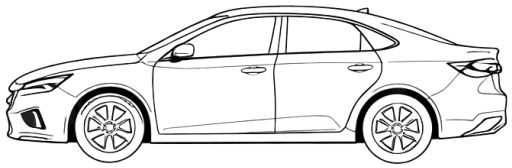
Checked	Yes	No		Yes	No
License plates	☐	☐	Taillights	☐	☐
Windshield	☐	☐	Valance (F)	☐	☐
Back glass	☐	☐	Valance (R)	☐	☐
Mud flaps	☐	☐	R/F fender	☐	☐
Antenna	☐	☐	R/F door	☐	☐
Wipers (F)	☐	☐	R/R quarter panel	☐	☐
Wipers (R)	☐	☐	R/R door	☐	☐
Bumper (R)	☐	☐	L/F fender	☐	☐
Headlights	☐	☐	L/F door	☐	☐
Parking lights	☐	☐	L/R quarter panel	☐	☐
Fog lights	☐	☐	L/R door	☐	☐

Vehicle outline

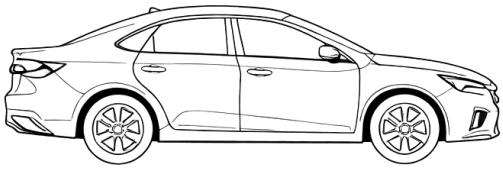
Mark scratches, dents and chips on the drawing.











Comments (by area)

R/F _____

L/F _____

R/R _____

L/R _____

R _____

L _____

Damage

☐ R/F fender	_____	☐ L/F door	_____	☐ Rear bumper	_____
☐ R/F door	_____	☐ L/R door	_____	☐ Tailgate	_____
☐ R/R door	_____	☐ L/R quarter panel	_____	☐ Trunk lid	_____
☐ R/R quarter panel	_____	☐ Hood	_____	☐ Other damage	_____
☐ L/F fender	_____	☐ Front bumper	_____	☐ Other damage	_____

Fuel ☐ Empty ☐ Quarter ☐ Half ☐ Full

Vehicle arrived ☐ Towed ☐ Drivable ☐ Hail ☐ Accident

The customer agrees this sheet records the vehicle's condition at drop-off.

Customer signature _____ Received by (staff) _____ Date _____

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