Bodyshop stamp or name

Vehicle Check-In Sheet

Customer		Mobile	Date	Time
Registration	Make and model	Colour	Mileage (miles)	Job or quote no.

Cabin & Controls

Checked	Yes	No		Yes	No
Dash	☐	☐	Parcel shelf	☐	☐
Clock	☐	☐	Service book	☐	☐
Seats	☐	☐	Radio / make	☐	☐
Seat covers	☐	☐	Phone kit	☐	☐
Floor mats	☐	☐	Tools	☐	☐
Ashtray	☐	☐	Jack	☐	☐
Lighter	☐	☐			

Body & Exterior

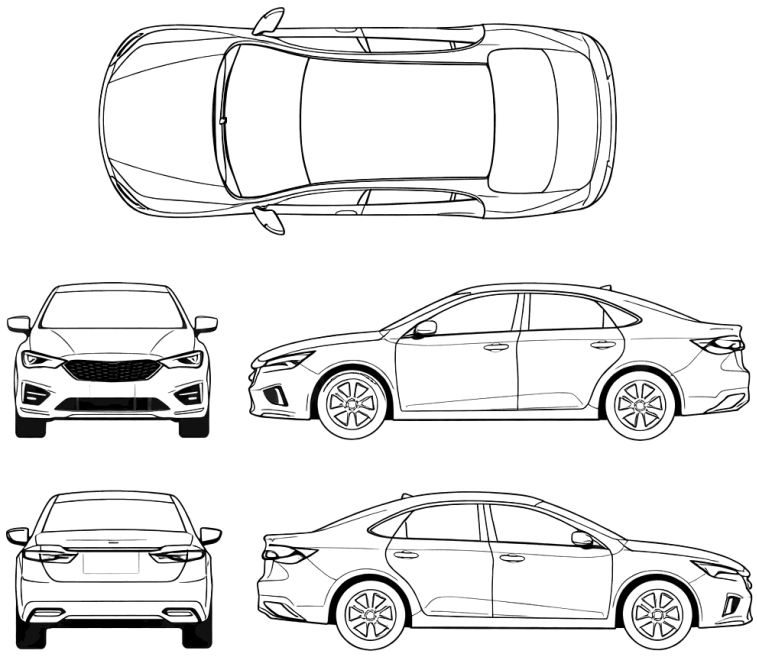
Checked	Yes	No		Yes	No
Wheel trims	☐	☐	Boot	☐	☐
Tyre / make	☐	☐	Tow bar	☐	☐
Spare wheel	☐	☐	Boot lid	☐	☐
Bonnet	☐	☐	Boot mat	☐	☐
Bumper (F)	☐	☐	Boot spoiler	☐	☐
Bull bar	☐	☐			

Glass, Lighting & Trim

Checked	Yes	No		Yes	No
Number plates	☐	☐	Rear lights	☐	☐
Windscreen	☐	☐	Valance (F)	☐	☐
Rear screen	☐	☐	Valance (R)	☐	☐
Mud flaps	☐	☐	O/S/F wing	☐	☐
Aerial	☐	☐	O/S/F door	☐	☐
Wipers (F)	☐	☐	O/S/R wing	☐	☐
Wipers (R)	☐	☐	O/S/R door	☐	☐
Bumper (R)	☐	☐	N/S/F wing	☐	☐
Headlights	☐	☐	N/S/F door	☐	☐
Sidelights	☐	☐	N/S/R wing	☐	☐
Fog lights	☐	☐	N/S/R door	☐	☐

Vehicle outline

Mark scratches, dents and chips on the drawing.



Comments (by area)

O/S/F _____

N/S/F _____

O/S/R _____

N/S/R _____

O/S _____

N/S _____

Damage

O/S = offside (right) · N/S = nearside (left)

☐ O/S/F wing	_____	☐ N/S/F door	_____	☐ Rear bumper	_____
☐ O/S/F door	_____	☐ N/S/R door	_____	☐ Tailgate	_____
☐ O/S/R door	_____	☐ N/S/R wing	_____	☐ Boot lid	_____
☐ O/S/R wing	_____	☐ Bonnet	_____	☐ Other damage	_____
☐ N/S/F wing	_____	☐ Front bumper	_____	☐ Other damage	_____

Fuel ☐ Empty ☐ Quarter ☐ Half ☐ Full

Vehicle arrived ☐ Recovered ☐ Driveable ☐ 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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