Vehicle service ORDER form

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|  | Service Check |  | Tyre Change |  | Replacement |

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| **CLIENT**  Owner’s Name:  Contact No.  Current Mileage | Service Mechanic [Name]  When: [Date], [time from-to] |

* Request for km service check in accordance with the enclosed service book.
* Request for other service (please specify)

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IMPORTANT

* Give one Vehicle Service Form to each garage, every time [COMPANY NAME] is to be invoiced.
* Describe defects and deficiencies as precisely as possible (not how repairs should be made).
* Any extra accessories must always be agreed upon with your company before you order them.
* Keep your service book up to date. Give it to the service mechanic every time you leave your vehicle for service.
* Service intervals must be as recommended in your service book.
* Replacement vehicles will be re-invoiced by [COMPANY NAME] unless other agreement has been made.
* Always complete the service form when a customer comes for a service check.
* Contact the [COMPANY NAME] Technical Department if more service or repairs are necessary than indicated on the service form.
* A service form must be completed about all invoices.
* Service checks may only be performed at authorized brand dealer’s garages.
* If repair costs exceed [$XXXX] in addition to the cost of the service check, the service mechanic must obtain permission from [COMPANY] before making the repair.
* If you have any questions, please contact the [COMPANY NAME] Technical Department.

I give permission to [COMPANY NAME] to perform the required service(s) on [Date], [time from-to].

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| Customer signature, DATE |  | Repairer STAMP, DATE |

*Prepared by: wordexceltemplates.com*