**Vehicle Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Vehicle Make/Model: |  | Vehicle Registration Number: |  |
| Vehicle Identification Number (VIN): |  | Year: |  |
| Color: |  | Odometer Reading (at the start of the log): |  |

**Maintenance Record**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Odometer Reading** | **Maintenance Type** | **Description of Work Done** | **Service Provider** | **Cost (Currency)** | **Next Due (Date/Mileage)** | **Notes** |
|  |  |  |  |  |  |  |  |
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**Scheduled Maintenance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Maintenance Task** | **Frequency (e.g., every 3 months, 5,000 miles)** | **Last Performed (Date)** | **Next Due (Date/Mileage)** | **Notes** |
| Oil Change |  |  |  |  |
| Tire Rotation |  |  |  |  |
| Brake Inspection |  |  |  |  |
| Engine Tune-Up |  |  |  |  |
| Transmission Service |  |  |  |  |
| Battery Check |  |  |  |  |
| Coolant Flush |  |  |  |  |
| Air Filter Replacement |  |  |  |  |
| Wheel Alignment |  |  |  |  |
| Other (please specify): \_\_\_\_\_\_ |  |  |  |  |
| Other (please specify): \_\_\_\_\_\_ |  |  |  |  |
| Other (please specify): \_\_\_\_\_\_ |  |  |  |  |

**Maintenance Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Maintenance Costs This Month: |  | Total Maintenance Costs Year-to-Date: |  |
| Major Issues Identified: |  |  |  |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| Driver/Operator’s Signature: | Signature | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Maintenance Supervisor’s Signature: | Signature | Date: |  |

**Notes:**

* Ensure all maintenance tasks are logged immediately upon completion.
* Provide detailed descriptions of the work done and keep records of service providers.
* Update scheduled maintenance tasks regularly to ensure timely completion.