

PRE-SERVICE CHECK IN SHEET

DATE ____/____/____

NAME _____ YEAR _____ MAKE _____ MODEL _____
ADDRESS _____ VIN NO. _____
CITY _____ STATE _____ ZIP _____ LICENSE NO. _____ COLOR _____
PHONE _____ CELL _____ MILEAGE _____ DEL. DATE _____
EMAIL _____

HOW DID YOU HEAR ABOUT US?

SHOULD THESE REPAIRS BE COVERED BY:

☐ WARRANTY? ☐ EXTENDED SERVICE PLAN?

SERVICE REQUESTED

- | | | |
|----------------------------------------------|------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> CHANGE OIL & FILTER | <input type="checkbox"/> CHECK AIR CONDITIONER | <input type="checkbox"/> CONDITION INSPECTION |
| <input type="checkbox"/> LUBRICATION | <input type="checkbox"/> CHECK HEATER | <input type="checkbox"/> ENGINE OIL LEAK |
| <input type="checkbox"/> FRONT END ALIGNMENT | <input type="checkbox"/> CHECK EXHAUST SYSTEM | <input type="checkbox"/> CHECK SHOCKS & STEERING |
| <input type="checkbox"/> VIBRATION/NOISES | <input type="checkbox"/> DO ENGINE TUNE-UP | <input type="checkbox"/> SERVICE TRANSMISSION |
| <input type="checkbox"/> CHECK BRAKES | <input type="checkbox"/> CHECK COOLING SYSTEM | <input type="checkbox"/> ROTATE/BALANCE TIRES |

DRIVEABILITY

- | | | |
|----------------------------------------------|---------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> TRANSMISSION LEAKS | <input type="checkbox"/> NO STARTER ACTION | <input type="checkbox"/> ENGINE STALLS - BRAKING |
| <input type="checkbox"/> TRANSMISSION NOISE | <input type="checkbox"/> WILL NOT START WHEN COLD | <input type="checkbox"/> ENGINE STALLS - TURNING |
| <input type="checkbox"/> ENGINE RUNS ERRATIC | <input type="checkbox"/> WILL NOT START WHEN HOT | <input type="checkbox"/> ENGINE STALLS |
| <input type="checkbox"/> NOISE IN ENGINE | <input type="checkbox"/> IDLES POORLY | <input type="checkbox"/> ENGINE CRANKS/NO START |

OTHER CONCERNS / SERVICES NEEDED:

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspections. I understand any cost quoted previously is an estimate only. Should the customer fail to authorize completion of repairs or services at the time customer approval is requested, a charge may be imposed for partial work completed. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs. We accept cash, approved checks and credit card. Payment is expected on completion of repairs.

X_____

CUSTOMER SIGNATURE

X_____

SERVICE ADVISOR SIGNATURE