Vehicle condition report

Fill this in with the customer when you take the car in, and again when it goes back.

Business

Phone

THE CAR AND THE CUSTOMER

Customer name

Customer phone

Registration

Make and model

Colour

Job or booking reference

READINGS

	Taken in	Handed back
Date and time		
Mileage		
Fuel or charge		
Keys handed over (how many)		
Photos taken (how many)		

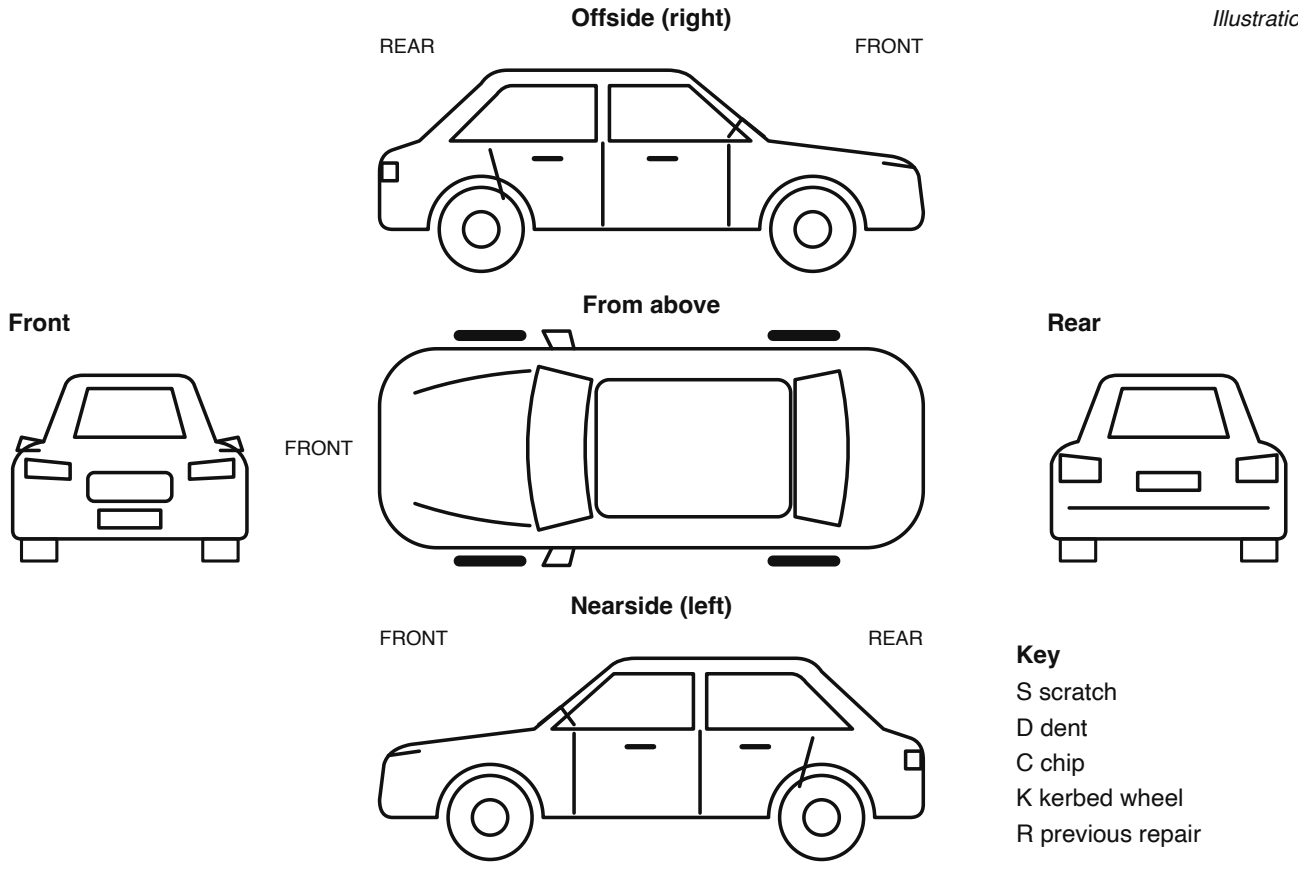
LEFT IN THE CAR

☐ Locking wheel nut key ☐ Charging cable ☐ Parcel shelf ☐ Spare wheel or repair kit

☐ Other: _____

DAMAGE: MARK EACH ONE ON THE CAR, WITH ITS LETTER AND A NUMBER

Illustration



Number each mark (S1, C2, K3) and describe it overleaf. Use a different pen colour, or circle the mark, for anything new when the car goes back.

Vehicle condition report

Registration: _____

CHECKS

Area	Taken in: OK, or what you saw	Handed back: OK, or what is new
Bodywork and paint		
Wheels and tyres		
Glass and mirrors		
Lights		
Interior		

☐ Taken in: no visible damage

☐ Handed back: no new damage

MARKS

Mark	Where on the car	What you see

SIGNED

	Taken in	Handed back
Business signature		
Printed name		
Customer signature		
Printed name		
Date		

Give the customer a copy, or a clear photo of this sheet, each time you both sign.