

CUSTOMER DETAILS

FULL NAME

CONTACT NUMBER

EMAIL ADDRESS

ID / COMPANY REG NO.

ADDRESS

VEHICLE DETAILS

MAKE

MODEL

YEAR

COLOUR

REGISTRATION NO.

ENGINE NO.

ODOMETER (KM)

VIN NUMBER (17 CHARACTERS)

FUEL LEVEL

KEY(S) RECEIVED

SERVICE PLAN / WARRANTY

BOOKED DATE OUT

REASON FOR VISIT / REPORTED FAULTS

INCOMING VEHICLE CHECKLIST

☐ Exterior body condition (scratches/dents noted)

☐ Headlights, indicators & tail lights working

☐ Wheel rims / hubcaps / wheel locks

☐ Interior trim & upholstery condition

☐ Radio / infotainment / speakers

☐ Brakes & handbrake operation

☐ Fluid levels (oil, coolant, brake)

☐ Personal belongings removed

☐ Windscreen & windows (cracks/chips)

☐ Tyres & spare wheel condition

☐ Wipers & washer fluid

☐ Dashboard warning lights noted

☐ Air-conditioning & heater

☐ Battery condition & terminals

☐ Exhaust system / leaks

☐ Spare key / wheel spanner / jack present

AUTHORISATION & SIGN-OFF

I authorise KitWorx Auto to perform the work described above and confirm the vehicle condition recorded.

CUSTOMER SIGNATURE

SERVICE ADVISOR SIGNATURE