

Booking-In Damage Check

Workshop name & logo | Phone | ABN · quick record at booking-in, one per vehicle

Date / time	Customer name	Mobile	Received by
Year / Make / Model	Rego / State	Colour	Odometer in (km)
Fuel level: ☐ E ☐ 1/4 ☐ 1/2 ☐ 3/4 ☐ F			

QUICK EXTERIOR CHECK (OK = NO DAMAGE SEEN · NOTED = DESCRIBE)

Item	OK	Noted
Front bumper, bonnet, grille, headlights	☐	☐
Rear bumper, boot / tailgate, tail-lights	☐	☐
Driver side, doors, guards, mirror	☐	☐
Passenger side, doors, guards, mirror	☐	☐
Roof & glass, windscreen, windows, sunroof	☐	☐
Wheels & tyres, gutter rash, damage	☐	☐
Interior, seats, dash, carpet	☐	☐
Warning lights on at start	☐	☐

DAMAGE NOTED (DESCRIBE & LOCATION)

KEYS & ITEMS

Keys received (qty)	Fob / valet key (Y/N)	Items left (Y/N, list on back)	Spare & jack (Y/N)
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CUSTOMER CONCERN

Received in the condition noted. Damage or items not recorded at booking-in are left at the owner's risk.

Customer signature	Date (DD/MM/YYYY)
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