

Loan Car Condition Report, OUT

Workshop name & logo | Phone | ABN · courtesy / loan vehicle, one report per loan

LOAN

Loan car rego / state

Make / model

Date / time out

Odometer (km)

DRIVER

Driver name

Mobile

Driver licence no. & state

Licence expiry

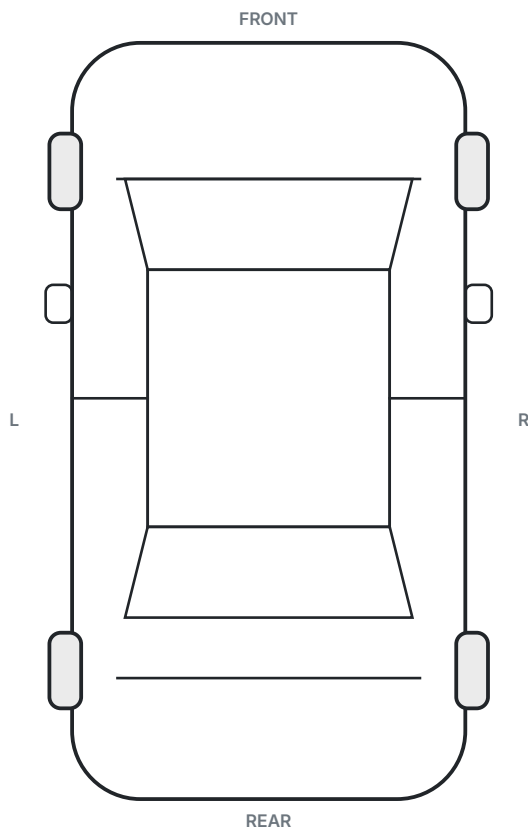
Customer's own vehicle (rego)

Job No.

Loan agreed until (date)

Excess / conditions explained (Y/N)

CONDITION OUT: MARK DAMAGE ON THE DIAGRAM



Mark on the diagram:

- S Scratch
- D Dent
- C Chip / crack
- R Rust
- P Paint damage
- M Missing part
- X Prior repair

Existing damage at handover:

Fuel level: ☐ E ☐ 1/4 ☐ 1/2 ☐ 3/4 ☐ F

Item	OK	Note
Windscreen & glass: chips, cracks	☐	☐
Tyres: tread, damage, pressure	☐	☐
Interior: seats, carpet, odour, rubbish	☐	☐
Warning lights on	☐	☐
Spare wheel, jack & wheel brace present	☐	☐
Fuel card / toll tag / child seat (if supplied)	☐	☐

I accept the loan vehicle in the condition recorded above, agree to return it with the same fuel level, and accept responsibility for damage, fines and tolls incurred while it is in my care, as explained to me.

Driver signature

Date (DD/MM/YYYY)

Handed over by (workshop)

Loan Car Condition Report, IN

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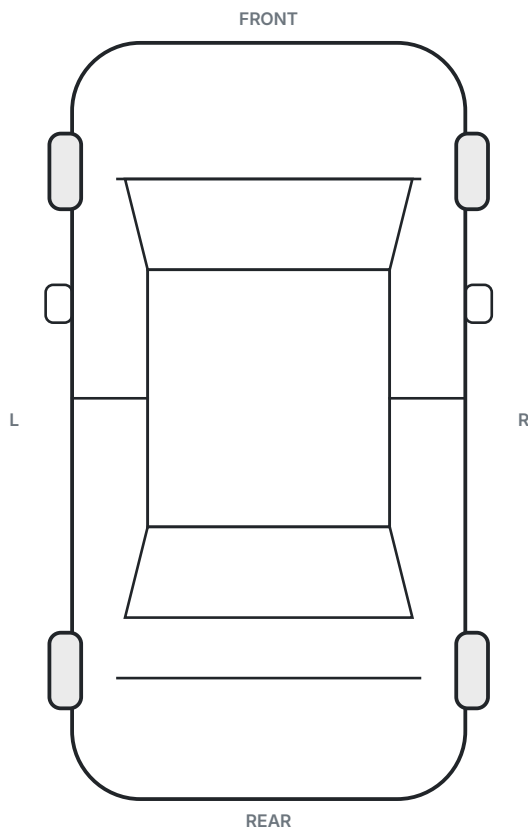
LOAN

Loan car rego / state	Make / model	Date / time in	Odometer (km)
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DRIVER

Driver name	Mobile	Driver licence no. & state	Licence expiry
Customer's own vehicle (rego)	Job No.	Loan agreed until (date)	Excess / conditions explained (Y/N)

CONDITION IN: MARK DAMAGE ON THE DIAGRAM



Mark on the diagram:

- S Scratch
- D Dent
- C Chip / crack
- R Rust
- P Paint damage
- M Missing part
- X Prior repair

New damage found on return:

Fuel level: ☐ E ☐ 1/4 ☐ 1/2 ☐ 3/4 ☐ F

Item	OK	Note
Windscreen & glass: chips, cracks	☐	☐
Tyres: tread, damage, pressure	☐	☐
Interior: seats, carpet, odour, rubbish	☐	☐
Warning lights on	☐	☐
Spare wheel, jack & wheel brace present	☐	☐
Fuel card / toll tag / child seat (if supplied)	☐	☐

Fuel level on return matches (Y/N)	Kilometres driven	Fines / tolls to pass on (Y/N)
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Vehicle returned and inspected together. Any new damage is recorded above and has been shown to the driver.

Driver signature	Date (DD/MM/YYYY)	Received by (workshop)
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