Vehicle Check-In Sheet

Shop Name & Logo | Phone — quick drop-off record, one per vehicle

Date / time	Customer name	Phone	Received by

Year / Make / Model	License Plate or VIN	Color	Mileage in

Fuel level: ☐ E ☐ 1/4 ☐ 1/2 ☐ 3/4 ☐ F

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

Item	OK	Noted
Front bumper, hood, grille, headlights	☐	☐
Rear bumper, trunk / tailgate, taillights	☐	☐
Driver side — doors, fenders, mirror	☐	☐
Passenger side — doors, fenders, mirror	☐	☐
Roof & glass — windshield, windows, sunroof	☐	☐
Wheels & tires — curb 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)

CUSTOMER CONCERN

Received in the condition noted. The shop is not responsible for damage or items not recorded at check-in.

Customer signature	Date