

Vehicle Condition Report

Workshop name & logo | Address | Phone | Email | ABN

REPORT

Report no.

Date / time in

Received by

Job No. (if opened)

CUSTOMER

Name

Mobile

Email

VEHICLE

Year

Make

Model

Colour

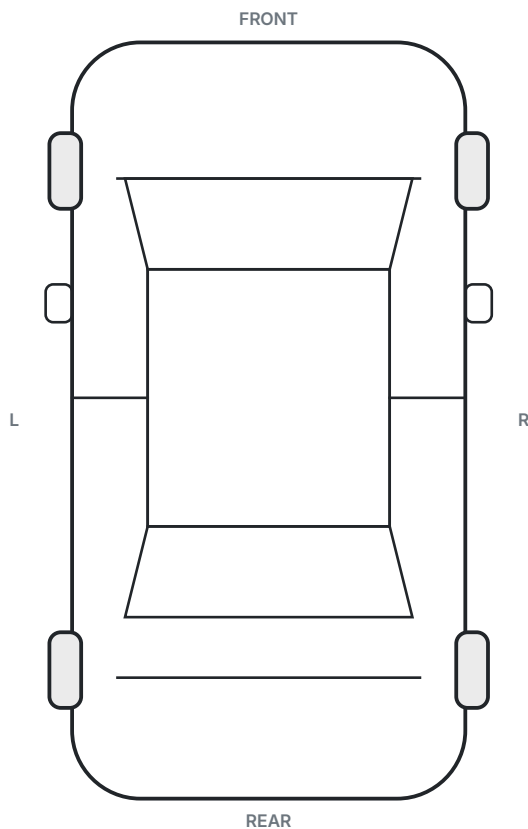
Rego / State

Odometer in (km)

Keys received (how many)

Fob / valet key (Y/N)

EXTERIOR CONDITION AT DROP-OFF (MARK EXISTING 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

Notes on existing damage:

Fuel level: ☐ E ☐ 1/4 ☐ 1/2 ☐ 3/4 ☐ F

INTERIOR & OPERATION

Item	OK	Note
Seats, carpet, roof lining, stains, tears	☐	☐
Dashboard & trim, cracks, damage	☐	☐
Warning lights on at start (note which)	☐	☐
Windscreen, windows & mirrors, chips, cracks	☐	☐
Tyres, visible wear or damage	☐	☐
Odour, smoke or pet hair noted	☐	☐

PERSONAL ITEMS LEFT IN VEHICLE

Item	Yes	No
Items in cabin / boot (list): _____	☐	☐
Spare wheel, jack & wheel brace present	☐	☐
Owner's manual / service logbook in glovebox	☐	☐

CUSTOMER CONCERN / REASON FOR VISIT

The vehicle was received in the condition noted above. Pre-existing damage not marked here, and personal items not listed, are left at the owner's risk. The customer has reviewed this report at drop-off.

Customer signature

Date (DD/MM/YYYY)

Received by (workshop)