

Vehicle Condition Report

Shop Name & Logo | Address | Phone | Email

REPORT

Report # _____ Date / time in _____ Received by _____ RO # (if opened) _____

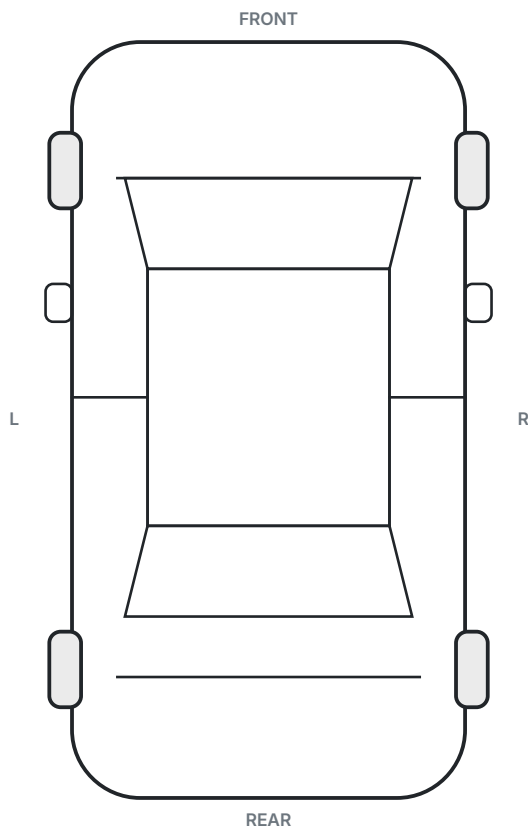
CUSTOMER

Name _____ Phone _____ Email _____

VEHICLE

Year _____ Make _____ Model _____ Color _____
VIN _____ License Plate _____ Mileage in _____ Keys received (how many) _____

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, headliner — stains, tears	☐	☐
Dashboard & trim — cracks, damage	☐	☐
Warning lights on at start (note which)	☐	☐
Windows, mirrors & glass — chips, cracks	☐	☐

Tires — visible wear or damage

Odor, smoke, or pet hair noted

☐☐

PERSONAL ITEMS LEFT IN VEHICLE

Item	Yes	No
Items in cabin / trunk (list): _____	☐	☐
Spare tire & jack present	☐	☐
Owner's manual / registration in glovebox	☐	☐

CUSTOMER CONCERN / REASON FOR VISIT

The vehicle was received in the condition noted above. The shop is not responsible for pre-existing damage not marked here, or for personal items not listed. The customer has reviewed this report at drop-off.

Customer signature

Date

Received by (shop)

☐☐