

Details

Customer Name _____	Vehicle _____
Job Number _____	Reg Number _____
Date _____	Mileage _____

Initial Checks

Collect Vehicle from specified address
 Fit Seat covers, floor mats and steering wheel cover
 Check for damage to bodywork, trims, lamps, number plates, mirrors etc
 Pre service road test
 Complete job sheet

Vehicle History

Check timing belt interval	Mileage / Years
Check brake fluid interval	Years
Check anti-freeze interval	Years
Check Pollen filter interval	Years
Check Fuel filter interval	Years

Vehicle on the ground

Check ABS, EML, all interior warning lights and horn
 Check for fault codes if any lights are on
 Check condition and operation of all seatbelts
 Check operation of interior and exterior lights and switches
 Check front and rear windscreen wipers and washers
 Check condition and security of windscreen and rear view mirror
 Check all door operation inside and outside
 Check fuel cap
 Check air conditioning operation
 Check PAS, auxillary and fan belts
 Check battery condition and security
 Check clutch operation
 Check handbrake operation and travel
 Visually inspect ignition coils

Tyres

Check and record conditio of tyres
 Adjust tyre pressures

	Tread	Pressure	Condition
O/S/F			
N/S/F			
O/S/R			
N/S/R			

Notes

Next Service Due _____ or _____

Vehicle raised / off the ground

Carry out under body inspection (check for any corrosion)
 Check condition and security of steering suspension, mountings and gaitors
 Check exhaust system for security and leaks
 Check securiry of fuel lines, brake pipes, hoses and handbrake cables visually
 Check engine and gearbox mounts for wear
 Visually inspect readiator and coolant pipes/hoses for security and leaks
 Check all wheel bearings for noise/free play
 Check all ball joints
 Check road springs and shock absorbers
 Remove all wheels and check and record brake pads/shoes for condition and operation
 Check and record drums and discs for condition and operation
 Check for signs of leakage from cylinders/callipers
 Lubricate and adjust rear brake shoes
 Re-fit all wheels torque and mark
 Remove oil when hot

Brakes

	Discs	Drums	Shoes	Pads
O/S/F				
N/S/F				
O/S/R				
N/S/R				

Replacement parts and fluids

Re-fill engine oil
 Replace oil filter Oil Grade
 Replace fuel filter (if applicable)
 Replace spark plugs
 Replace air filter
 Lubricate all body catches and hinges
 Check and top up under bonnet fluid levels
 Check and top up brake fluid Result
 Check and top up Anti-freeze Degrees
 Check and top up clutch fluid Result

Final Checks

Carry out road test
 Wash and vacuum veicle
 Stamp customers service book
 Deliver vehicle to specified address

O/S/R = offside rear
 O/S/F = offside front
 N/S/R = nearside rear
 N/S/F = nearside front