

## Details

Customer Name	Vehicle
Job Number	Reg No
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

## Vehicle on the ground

Check ABS, EML, all interior warning lights and horn  
 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 fuel cap  
 Check air conditioning operation  
 Check PAS, auxillary and fan belts  
 Check battery condition and security Test Result  
 Check clutch operation  
 Check handbrake operation and travel

## Tyres

Check and record condition of tyres  
 Adjust tyre pressures

	tread	pressure	condition
O/S/F			
N/S/F			
O/S/R			
N/S/R			
Spare			

## Notes

## 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 security of fuel lines, brake pipes, hoses and handbrake cables visually  
 Check for signs of leakage from cylinders / callipers (if applicable)  
 Check wheel bearings and ball joints  
 Check road springs and shock absorbers  
 Remove front wheels and check brake discs and pads  
 Check rear brakes via inspection hole or road wheel  
 Re-fit front wheels torque and mark  
 Remove oil when hot

## Brakes

Via inspection Hole (if applicable)

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

## Replacement parts and fluids

Re-fill engine oil Oil Grade  
 Replace oil filter  
 Check and top up under bonnet fluid levels  
 Check and top up brake fluid Result  
 Check and top up anti-freeze Degree  
 Check and top up clutch fluid Result

## Final Checks

Carry out road test  
 Wash and vacuum vehicle  
 Re-set service light (if applicable)  
 Stamp customer's service book  
 Deliver vehicle to specified address

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

Next Service due

or