

# PRE-SERVICE CHECK IN SHEET

DATE \_\_\_/\_\_\_/\_\_\_

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ CELL \_\_\_\_\_  
EMAIL \_\_\_\_\_

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
VIN NO. \_\_\_\_\_  
LICENSE NO. \_\_\_\_\_ COLOR \_\_\_\_\_  
MILEAGE \_\_\_\_\_ DEL. DATE \_\_\_\_\_

HOW DID YOU HEAR ABOUT US?  
\_\_\_\_\_

SHOULD THESE REPAIRS BE COVERED BY:

WARRANTY?  EXTENDED SERVICE PLAN?

## SERVICE REQUESTED

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> CHANGE OIL & FILTER | <input type="checkbox"/> CHECK AIR CONDITIONER | <input type="checkbox"/> CONDITION INSPECTION    |
| <input type="checkbox"/> LUBRICATION         | <input type="checkbox"/> CHECK HEATER          | <input type="checkbox"/> ENGINE OIL LEAK         |
| <input type="checkbox"/> CHECK ENGINE        | <input type="checkbox"/> CHECK EXHAUST SYSTEM  | <input type="checkbox"/> CHECK SHOCKS & STEERING |
| <input type="checkbox"/> VIBRATION/NOISES    | <input type="checkbox"/> DO ENGINE TUNE-UP     | <input type="checkbox"/> ROTATE TIRES            |
| <input type="checkbox"/> CHECK BRAKES        | <input type="checkbox"/> CHECK COOLING SYSTEM  | <input type="checkbox"/> OTHER DIAGNOSTIC        |

## DRIVEABILITY

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> TRANSMISSION LEAKS  | <input type="checkbox"/> NO STARTER ACTION        | <input type="checkbox"/> ENGINE STALLS - BRAKING |
| <input type="checkbox"/> TRANSMISSION NOISE  | <input type="checkbox"/> WILL NOT START WHEN COLD | <input type="checkbox"/> ENGINE STALLS - TURNING |
| <input type="checkbox"/> ENGINE RUNS ERRATIC | <input type="checkbox"/> WILL NOT START WHEN HOT  | <input type="checkbox"/> ENGINE STALLS           |
| <input type="checkbox"/> NOISE IN ENGINE     | <input type="checkbox"/> IDLES POORLY             | <input type="checkbox"/> ENGINE CRANKS/NO START  |

## OTHER CONCERNS / SERVICES NEEDED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection. An express garagekeeper's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. Payment is expected on completion of repairs. All Vehicles left over 48 hrs. after repairs are completed WILL INCUR A \$45.00 PER DAY STORAGE FEE. 12 Month or 12,000 Mile Warranty On Repairs unless otherwise stated. All parts installed are new unless otherwise stated. BY LAW YOU MAY CHOOSE ANOTHER LICENSED SMOG CHECK FACILITY TO PERFORM ANY NEEDED REPAIRS, INSTALLATIONS, ADJUSTMENTS, OR SUBSEQUENT TESTS THAT THE SMOG CHECK TEST INDICATES ARE NECESSARY. A CUSTOMER WILL BE CHARGED FOR INSPECTION REGARDLESS OF PASS OR FAIL.

X \_\_\_\_\_  
CUSTOMER SIGNATURE

X \_\_\_\_\_  
SERVICE ADVISOR SIGNATURE

