VEHICLE JOB CARD

Garage / workshop name · TRN · phone

YOUR LOGO

JOB CARD NO.	DATE IN	TIME IN	PROMISED DATE / TIME	SERVICE ADVISOR	TECHNICIAN

CUSTOMER

NAME / COMPANY	
MOBILE	EMAIL
TRN (FOR COMPANY CUSTOMERS)	

VEHICLE

PLATE (EMIRATE / CODE / NO.)	MAKE & MODEL
YEAR · COLOUR	VIN / CHASSIS NO.
ODOMETER (KM)	FUEL LEVEL E ¼ ½ ¾ F

CUSTOMER COMPLAINT

TECHNICIAN DIAGNOSIS

INSPECTION CHECKLIST

ITEM	OK	ATTENTION	REPLACED
Engine oil			
Oil filter			
Air filter			
Brake pads			
Brake fluid			
Tyres & pressure			
Battery			
Coolant			
AC cooling			
Lights			
Wipers			
Suspension			
Belts & hoses			
Body & paint			

DAMAGE & BELONGINGS AT CHECK-IN

NEXT SERVICE

NEXT SERVICE DATE	NEXT SERVICE KM

ESTIMATE APPROVAL

ESTIMATE (AED)	APPROVED BY / TIME

LABOUR & PARTS

TYPE	DESCRIPTION	QTY	RATE (AED)	AMOUNT (AED)
			Subtotal	
			VAT 5%	
			Total	

CUSTOMER SIGNATURE AT CHECK-IN	QUALITY CHECK BY	CUSTOMER SIGNATURE AT DELIVERY