Shop name / logo
Address · Phone

VEHICLE HANDOVER FORM

Work order no: _____ Delivery date: ___/___/_____ Time: ___:___

VEHICLE AND CUSTOMER

Plate _____ Make / model _____ Vehicle owner _____

Collected by _____ Phone _____ Relation to owner _____

If someone other than the owner collects: ☐ Owner's approval obtained (written / phone, time ___:___)

CHECK-IN ↔ HANDOVER COMPARISON

	AT CHECK-IN	AT HANDOVER	NOTE
Mileage			
Fuel	☐ Empty ☐ ¼ ☐ ½ ☐ ¾ ☐ Full	☐ Empty ☐ ¼ ☐ ½ ☐ ¾ ☐ Full	
Exterior / damage	As per check-in form	☐ No change ☐ Yes →	
Warning lights	☐ None ☐ Yes	☐ None ☐ Yes	

WORK CARRIED OUT

_____

_____

_____

PARTS REPLACED

_____

_____

☐ Old parts shown to customer ☐ Old parts returned to customer ☐ Customer did not want old parts

RETURNED ITEMS

☐ Keys (qty ___) ☐ Spare key ☐ Registration document ☐ Spare wheel ☐ Jack ☐ Floor mats

☐ Other: _____

☐ All items received at check-in have been returned.

WARRANTY AND PAYMENT

Labour warranty _____ months / km Parts warranty _____ months / km

Payment ☐ Paid in full ☐ Partial → balance: _____ ☐ On account → due: ___/___/____

Recommended next service _____ km _____ date

HANDOVER CONFIRMATION

I have received my vehicle in the condition stated above, together with all my belongings, and have been informed about the work carried out and the parts replaced.

Collected by — name, signature

Handed over by (shop) — name, signature

Your personal data is processed by _____ (shop) to provide the service; ask the shop for its privacy notice.

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