

# VEHICLE MAINTENANCE REQUEST FORM



Date: \_\_\_\_\_

Name (requester) \_\_\_\_\_

Vehicle #: \_\_\_\_\_

Time of Request: \_\_\_\_\_

Mileage: \_\_\_\_\_

Plate #: \_\_\_\_\_

Description of Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## *Mechanic's Notes*

Maintenance Required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actual Maintenance done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parts Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time Start: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Time Start: \_\_\_\_\_

Time Completed: \_\_\_\_\_

Time Start: \_\_\_\_\_

\_\_\_\_\_  
Mechanic's Signature

\_\_\_\_\_  
Supervisor's Signature