

Full Service



Vehicle

Customer Name

Date:

Make & Model:

Mileage:

Transmission:

Locking Wheel Nut Location:

Vehicle ID (VIN):



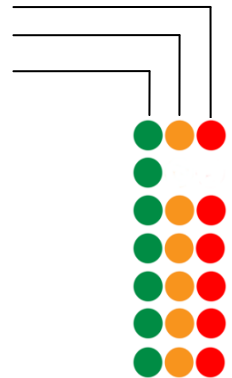
General Checks

- Check Bodywork Condition
- Test Drive Vehicle
- Check Operation of External Lights
- Check Operation of Instrument Warning Lamps
- Check Battery Connections
- Check Battery Security
- Check horn

Repair Now

Future Work Required

Good / Done



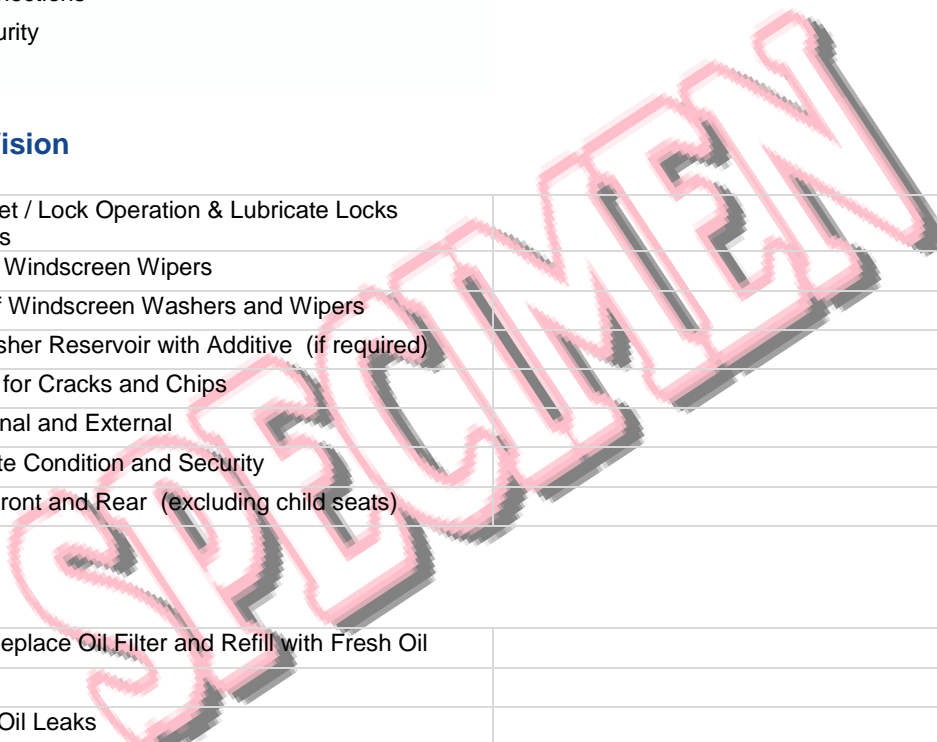
Internal Vision

- Check Door / Bonnet / Lock Operation & Lubricate Locks Hinges and Catches
- Check Condition of Windscreen Wipers
- Check Operation of Windscreen Washers and Wipers
- Top up Screen Washer Reservoir with Additive (if required)
- Check Windscreen for Cracks and Chips
- Check Mirrors Internal and External
- Check Number Plate Condition and Security
- Check Seat Belts Front and Rear (excluding child seats)



Engine

- Drain Engine Oil, Replace Oil Filter and Refill with Fresh Oil
- Replace Air Filter
- Check for General Oil Leaks
- Check Coolant Level and Top (up if required)
- Check and Advise on Antifreeze Strength
- Check Radiator and Coolant Hoses Condition, and Check for Leaks including Header Tank
- Check Radiator Cap
- Check Auxiliary Drive Belt Tension (excluding Timing Belt)
- Check Cooling Fan Function



Brakes

Check Brake Servo Operation		
Remove Road Wheels		
Check Brake Fluid Boiling Point Report if Low		
Top up Brake Fluid (if required)		

Offside

Nearside

Check Brake Pads or Shoes for Wear	Front	mm		Front	mm	
	Rear	mm		Rear	mm	
Check Brake Discs for Wear	Front	mm		Front	mm	
	Rear	mm		Rear	mm	

Check Brake Pipes and Brake Hoses		
Check Operation of Handbrake and Linkages and Travel		
Check Brake Calliper s and Slides		
Check Brake Cylinders for Wear and Leakage & Damage		

We recommend that brake pads are changed when at 3mm or below. With brake discs, please refer to your manufacturer specifications or discuss with out technician.

Wheels and Tyres

Offside

Nearside

Check Tyre Condition	Front	mm		Front	mm	
	Rear	mm		Rear	mm	
				Spare	mm	
Check and Adjust Tyre Pressures						
Check Tyre Tread Depths						
Check Road Wheels Tyre are Same Size per Axle						

The legal limit for car tyre tread depth is 1.6mm (across 75% of the tyre) However the deeper the tread the more grip you have. We recommend that you replace your tyres when the tread is less than 3mm as the performance of the tyre will begin to reduce significantly.

Steering and Suspension

Check Condition of Road Springs		
Check Power Steering Fluid Top up (if Required)		
Check Steering and Suspension Components for Wear and Excessive Corrosion		
Check Steering Rack Gaiter Condition		
Check Shock Absorber Condition & Mountings		
Check Wheel Bearing for Wear and Noise		

Exhaust

Check Exhaust Security and Mountings		
Check Exhaust Smoke (diesel only)		



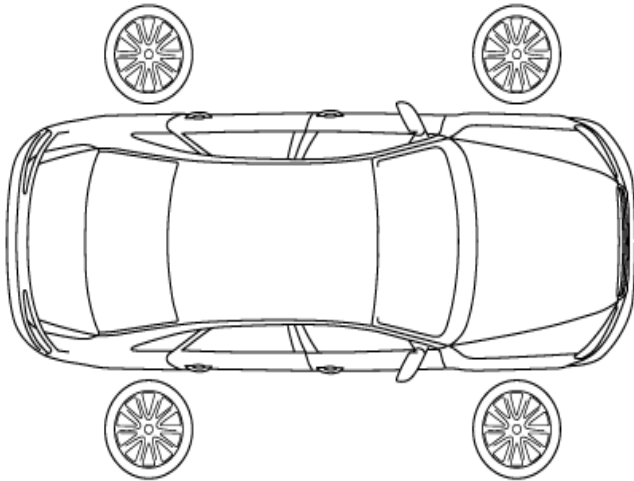
Drive System

Check Drive Shaft Gaiters for Security and Report Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Gearbox Level- Top up (if required excluding automatic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Clutch Operation and Adjust (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Clutch Fluid Level (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for Transmission Oil Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Clutch Cable Condition & Security (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Final Checks

Reset Service Light (if applicable)	<input type="checkbox"/>
Carry out Road Test	<input type="checkbox"/>
Stamp Service Book Including Online DSB (if applicable)	<input type="checkbox"/>
Sign Service Sheet	<input type="checkbox"/>



Technicians Comments

Technicians Signature