

CHECK IN / CHECK OUT LIST



Service Advisor : _____

Vehicle number:	
Owner / Driver Name:	
Owner / Driver Contact number:	

Make & Model:	
Services Form Number:	
Vehicle delivery by customer	Tow In / Drive In

✓ - Accepted X - Not Accepted O - Missing NA - Not Applicable		
Customer		
1. Exterior	Check In Condition	Check Out
1.a Road Tax/Decal	Valid / Expired / NA	
1.b Radio Antenna	Intact / NA	
1.c Speed Limit Label	Intact / Not available	
2. Interior		
2.a Vehicle IU	Working / Not working	
2.b Fix Accessories	(See section 3) / NA	
2.c Number pieces of car mats/ carpets	_____ Pcs	
2.d Solar film	Ok / Scratches / NA	
2.e Seat Leather/Panels	Ok / Scratches / Torn	
2.f Safety belt	Working / Jam / Torn	
2.g Dash board	Ok / Scratches / Crack	
2.h Radio/ CD/ DVD Player	Working / Not working	
2.i Ash Tray/Cigarette lighter	Intact / Not available	
2.j Warning light appear in instrument cluster	No Warning / light on	
2.k Indicate light on: (Others fill up section 3)		
1. Exterior		
1.d Door Alarm	Working / Not working	
1.e Centre Locking	Working / Not working	
2. Interior		
2.l Air-con	Working / Not working	
2.m Horn	Working / Not working	
2.n Rear mirror / Clip on mirror	Intact / Damage / NA	
2.o Auto Left/Right wing mirror folding motor	Working / Not working / Not Tested / NA	
2.p Power windows	Working / Not working	
2.q Rear booth carpet/Mat	Intact / Damage / NA	
2.r Spare tyre supporting board	Intact / Not available	
2.s Spare Trye	Intact / Not available / NA	
2.t Jack/Tools kit	Intact / Not available / NA	
2.u Breakdown sign	Intact / Not available / NA	
2.v Rear boot remote/Latch	Working / Not working	

Check In to BIGFOOT

Condition of Bodywork/Wheels/Tyres : Mark (/), Scratches, (X) Dent, (O) Accident Area

Remarks:

Check Out from BIGFOOT

Remarks:

3. Others Item to take note and important remarks

NA / Please take note:

Note: To take photo if necessary

Check In to BIGFOOT		Check Out from BIGFOOT	
Mileage	Km	Mileage	Km
Gasoline Level	E 1/8 1/4 1/2 5/8 3/4 7/8 F / NA	Gasoline Level	E 1/8 1/4 1/2 5/8 3/4 7/8 F / NA
Note: Gasoline may be consumed due to test drive during repair.		Note: Gasoline may be consumed due to test drive during repair.	
Date and Time		Date and Time	
Check in by		Check out by	

Important Note for Customer/Driver
I, "Owner/Driver of the vehicle stated above" has confirmed that all personal and valuables items such as cash card, key pouch, handphone, tablet and others valuable items have been retrieved from this vehicle and acknowledge that BigFoot will not hold any liability for any losses of these valuables items if not retrieved.

Customer Signature: _____
I acknowledge that the listed above have been carried out to my satisfaction.

Customer Signature: _____
I acknowledge that the listed above have been carried out to my satisfaction.