

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

Check Out from BIGFOOT	
Mileage	Km
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.	
Date and Time	
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.