

SERVICE RECORD

Official Vehicle Maintenance & Service Documentation

BACOLOD CITY GOVERNMENT - MOTOR POOL

Form No. SR-MP-2024

VEHICLE INFORMATION

Plate Number: _____ Make/Model: _____
Vehicle Type: _____ Year: _____ Current Odometer: _____ km

SERVICE DETAILS

SERVICE DATE	SERVICE TYPE	MILEAGE (km)	COST (â±)	NEXT SERVICE
			"	"
			"	"
			"	"
			"	"
			"	"
			"	"

SERVICE CHECKLIST

MAINTENANCE ITEMS CHECKED (âœ“) OR PERFORMED (X):

- [] Oil Change [] Brake Fluid Change [] Tire Rotation
[] Air Filter Replacement [] Cabin Air Filter [] Spark Plugs
[] Brake Inspection [] Tire Pressure Check [] Alignment
[] Battery Check [] Belts & Hoses [] Suspension
[] Coolant Flush [] Transmission Fluid [] Wheel Balance
[] Lights Check [] Wiper Blades [] Exhaust System

CERTIFICATION & AUTHORIZATION

TECHNICIAN'S CERTIFICATION

"I certify that the above services have
been performed in accordance with
manufacturer specifications."

"Technician's Signature"

"License/ID No.: _____ "

SUPERVISOR'S APPROVAL

"Service Approved: [] Yes [] No
"Quality Check: [] Pass [] Fail
"Remarks: _____ "

"Supervisor's Signature"

"Date: _____ "

âš IMPORTANT NOTES & REMINDERS

- Keep this record for warranty claims and resale purposes.
- Next scheduled maintenance due at: _____ km or by: _____ / _____ / _____
- For emergency roadside assistance, contact Motor Pool: (034) 433-9999