

Vehicle Appraisal Form

| Make: | Model: | |
|-------|--------|--|
| | | |

Registration: Mileage:



| Damage Indication | | | | | | |
|---|---------------------|----------|-----------|--|--|--|
| X = Dent | O = Defective Paint | R = Rust | C = Chips | | | |
| For scratches, please draw a line to show the approximate location and length | | | | | | |

| Condition of Interior | | | | | |
|-----------------------|-------------------|-------------------|-------------------|--|--|
| Seats | Dashboard | Trim | Photographs Taken | | |
| Poor / Fair / Good | Poor/ Fair / Good | Poor/ Fair / Good | Y / N | | |

All drivers are legally responsible for the roadworthiness of their vehicles. If the tyres are bald or the lights do not work etc. it is the driver who will receive penalty points and fines.

Drivers of Company vehicles are required to carry out basic maintenance and basic upkeep on their vehicles, such as ensuring oil and coolant levels, tyre pressures are all correct and the cleanliness of the exterior and interior are always presentable.

| Drivers Name: | CGS Manager: | |
|---------------|--------------|--|
| Signature: | Signature: | |
| Date: | Date: | |