



## VEHICLE MAINTENANCE REQUEST

VEHICLE: \_\_\_\_\_ MILEAGE: \_\_\_\_\_ DATE: \_\_\_\_\_

Regular Scheduled Maintenance: \_\_\_\_\_

Other Problems (please describe): \_\_\_\_\_

\_\_\_\_\_

Under what circumstances: \_\_\_\_\_

\_\_\_\_\_

Describe any action already taken: \_\_\_\_\_

\_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY TRANSPORTATION COORDINATOR

Send to outside mechanic/vendor

Handle in-house

Comments: \_\_\_\_\_

\_\_\_\_\_

### TO BE COMPLETED BY MECHANIC AND/OR MAINTENANCE TECHNICIAN

Date: \_\_\_\_\_

Work done: \_\_\_\_\_

\_\_\_\_\_

Follow up required: \_\_\_\_\_

\_\_\_\_\_