

VEHICLE MAINTENANCE REQUEST FORM

Request Date:

Requestor Information			
First Name		Last Name	
Phone Number	Email Address	Department/Division	
Street Address	City	State	Zip Code

Vehicle Details		
Vehicle Type	Vehicle Make	Vehicle Model
License Plate Number	Current Mileage	VIN Number

Maintenance / Repair Details		
Type of Service Needed	Priority Level	Service Location
Preferred Service Date	Service Time	Vehicle Availability
Description of the issue (include any relevant symptoms or error messages)		

I authorize the maintenance or repairs specified above for the mentioned vehicle. I understand that any additional issues discovered during the service may be addressed with further communication.

Signature:

Date: