

WEBBER MOTOR COMPANY

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SERVICING JOB SHEET

Garage - Please complete in full and provide the customer with yellow copy
Customer - Please retain all paperwork in reference to your Webber Motor Company order

Order Reference _____ Vehicle Make/Model _____
Time & Date _____ Vehicle Mileage _____
Garage Name _____ Chassis Number _____
Customer Name _____ Vehicle Reg: _____

Pre Job Check (Please detail visible damage to vehicle)

All Services	URGENT	ADVISE	OK	Interim Service & Full Service Cont.	URGENT	ADVISE	OK		
	Discuss customer requirements, customer comments, review vehicle service schedule, history and complete inspection					Inspect windscreen washers operation/top up as required			
Inspect engine for leaks, drain and change oil and oil filter				Inspect mirrors (interior and exterior)					
Inspect interior, exterior and warning lights, plus horn				Inspect number plate					
Inspect exhaust system and catalyast as appropriate				Inspect seat belts (All - front & rear)					
Check brake pads, discs/drums/shoes for wear or damage (Oil service visual only)				Full Service Only					
Check calipers for leaks and security (Oil service visual only)				Inspect engine and gearbox mountings					
Inspect operation of wheel cylinders and report leaks (Oil service visual only)				Inspect radiator & radiator cap					
Inspect tyre specification including age, tread depth, tyre wear, pressure/torque settings				Check coolant hoses and clips for leaks, condition & cooling fan					
Inspect windscreen security, check wipers/wiper operations (Front & rear)				Inspect expansion bottle/tank/cap					
Reset vehicle service lights as appropriate, road test/stamp log book				Inspect throttle operation/lubricate as necessary					
Interim Service & Full Service				Check/renew air filter					
Check condition/tension of fan belt/alternator belt/auxiliary drive belts				Check spark plug replacement schedule/report (Replacements at additional cost)					
Inspect and top up anti freeze as required				Inspect air conditioning					
Check timing belt replacement schedule/report as appropriate (Replacements at additional cost)				Inspect fuel cap/check fuel filter replacement schedule/report as appropriate (Replacements at additional cost)					
Inspect fuel lines				Inspect driveshaft, joints, gators and boots					
Inspect clutch operation/top up clutch, axle oil, transmission or gearbox fluid as required				Check diesel plug indicator, HT leads/distributor cap					
Inspect battery charge/terminals				Check pollen filter replacement schedule and report					
Check power steering/top up reservoir as required				Lubricate door hinges & bonnet hatch					
Check steering components for wear/corrosion, including rack gators, wheel bearings, shock absorbers, suspension				Tyre and Brake Report	O/SF	N/SF	O/SR	N/SR	SPARE
Test/report brake fluid boiling point/check replacement schedule				Tyre Condition					
Inspect handbrake				Tyre Tread					
Inspect ABS warning lights				Tyre Pressure					
				Brake Report					

Post Job Check (Please detail visible damage to vehicle)

Additional comments

Customer: Please sign to certify that the work has been completed to your satisfaction and that any additional work has been brought to your attention and full understanding.

Garage Signature: _____

Garage Print: _____

Customer Signature: _____

Customer Print: _____