

Vehicle inspection sheet

Pickup and return on the same page: fill in the pickup column with the customer, then the return column, and compare line by line.

Agency Contract no. Customer

Phone Vehicle Plate

PICKUP

Date and time

Mileage

Fuel ☐ Reserve ☐ ¼ ☐ ½ ☐ ¾ ☐ Full

Cleanliness ☐ Clean ☐ Fair ☐ Dirty

RETURN

Date and time

Mileage

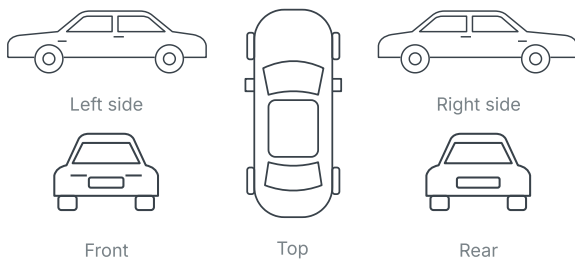
Fuel ☐ Reserve ☐ ¼ ☐ ½ ☐ ¾ ☐ Full

Cleanliness ☐ Clean ☐ Fair ☐ Dirty

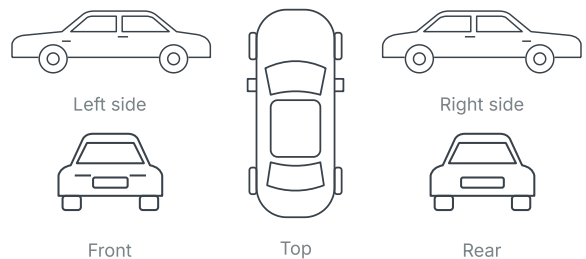
CHECKLIST

ITEM	PICKUP			RETURN		
	OK	WATCH	DAMAGED	OK	WATCH	DAMAGED
Bodywork	☐	☐	☐	☐	☐	☐
Windscreen and windows	☐	☐	☐	☐	☐	☐
Headlights and lights	☐	☐	☐	☐	☐	☐
Mirrors	☐	☐	☐	☐	☐	☐
Tyres (condition, pressure)	☐	☐	☐	☐	☐	☐
Wheels / rims	☐	☐	☐	☐	☐	☐
Spare wheel or repair kit	☐	☐	☐	☐	☐	☐
Jack and tools	☐	☐	☐	☐	☐	☐
Interior and seats	☐	☐	☐	☐	☐	☐
Dashboard warning lights	☐	☐	☐	☐	☐	☐
Air conditioning	☐	☐	☐	☐	☐	☐
Vehicle papers	☐	☐	☐	☐	☐	☐
Keys (number: __)	☐	☐	☐	☐	☐	☐
Hi-vis vest and warning triangle	☐	☐	☐	☐	☐	☐
Agency accessories (child seat, GPS...)	☐	☐	☐	☐	☐	☐

Pickup



Return



Mark each damage on the diagram: S = scratch · D = dent · C = chip · K = crack · M = missing. Circle anything new at return.

PHOTOS TAKEN

☐ Front ☐ Rear ☐ Driver side ☐ Passenger side
☐ Interior ☐ Odometer ☐ Fuel gauge

NOTES

SIGNATURES – PICKUP

Customer Agency

SIGNATURES – RETURN

Customer Agency