



General Information		
Name: Last		First
Date:		
Office Phone:	Cell Phone:	Department:
Vehicle Information		
License Plate:		Mileage:
Reason Removed From Service: <input type="checkbox"/> Preventive Maintenance <input type="checkbox"/> NYS Inspection		
If vehicle is in for Preventive Maintenance or Inspection, indicate below all areas that need attention; please give specific details and comments:		
If vehicle is in for other reason(s) than Preventive Maintenance or Inspection, please provide details of problem(s) or issue(s) below:		
<input type="checkbox"/> Steering: _____		

<input type="checkbox"/> Brakes: _____		

<input type="checkbox"/> Lights: _____		

<input type="checkbox"/> Engine: _____		

<input type="checkbox"/> Doors / Windows: _____		

<input type="checkbox"/> Other / Comments: _____		

