Vehicle Information Sheet

Fill in once the details you are asked for by a garage, an insurer, a parts counter or a hire firm and can never find.

Everything about one vehicle on one page — the details you are always asked for and never have to hand.

FILL IT IN ONCE, FROM YOUR OWN DOCUMENTS

Insurance, a garage, a hire firm and the police all ask for different pieces of this. Fill it in once. No intervals, capacities or specifications are printed — every figure here comes off your own handbook, plate or documents.

Vehicle _____ Registration _____ Kept at _____

THE VEHICLE

Make _____ Model _____ Year _____ Colour _____ Body type _____

VIN or chassis _____ Engine number _____ Engine size _____ Fuel _____

Tyre size _____ Pressures from handbook _____ Bulb types _____ Wiper size _____

Key number _____ Radio or security code _____ Paint code _____ Wheel lock key _____

PAPERWORK AND COVER

What	Provider or authority	Number or policy	Renewed	Next due

Free to print, copy and use — including at work. Not for resale.

WHO LOOKS AFTER IT

Garage or service	Contact	Used for	Notes

ANYTHING ELSE WORTH KNOWING ABOUT THIS VEHICLE

Free to print, copy and use — including at work. Not for resale.

Vehicle Service Record

Keep a service history in your own hands, so it survives changing garages and is there when you sell.

A complete service history for a car or van, kept independently of any garage's system. A documented history is worth real money at resale and is the first thing a buyer asks for.

MILEAGE EVERY TIME

Record the odometer reading every time, and keep the invoices. A service history is a chain of dated mileage readings — a gap in the chain is what makes a buyer nervous.

Vehicle make & model _____ Registration _____ Year _____

VIN _____ Engine _____ Purchased _____

SPECIFICATIONS

fill in once from the handbook

Engine oil grade & quantity _____ Oil filter part no. _____

Air filter _____ Cabin filter _____ Fuel filter _____ Plugs _____

Tyre size _____ Pressures F / R _____ Wheel nut torque _____ Coolant type _____

SERVICE HISTORY

Date	Mileage	Service type	Work & parts	Garage	Cost

Free to print, copy and use — including at work. Not for resale.

Vehicle Maintenance Schedule Planner

Translate intervals into due mileages, so servicing is planned rather than remembered.

A planning sheet that turns your vehicle's service intervals into actual mileages, so you know what falls due next rather than guessing.

HOW TO USE THIS SHEET

1. Take the intervals from your own handbook — they vary enormously between models, engines and duty cycles. We deliberately do not print manufacturer schedules.
2. Write the interval, then the mileage it next falls due at, and update it each time.
3. Anything that has both a mileage and a time limit falls due at whichever comes first.

Vehicle _____ Registration _____ Current mileage _____

Item	Interval (miles/km)	Or time	Last done — date	At mileage	Next due at	Done
oil, filters, belts...						

Free to print, copy and use — including at work. Not for resale.

Item	Interval (miles/km)	Or time	Last done — date	At mileage	Next due at	Done
oil, filters, belts…						

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

Oil Change Log

Keep the single most asked-about piece of a vehicle's service history in a form a buyer can actually read.

Every oil and filter change — when, at what reading, what went in, and when you want the next one.

YOUR INTERVAL, FROM YOUR HANDBOOK

No interval is printed on this sheet and none is implied. What oil a vehicle takes and how often it should be changed is in its own handbook, and it varies by engine, by use and by oil. Write yours in the box and the sheet will hold you to it.

Vehicle _____ Registration _____ Oil specification _____ Your interval _____

Date	Odometer	Oil used	Quantity	Filter	Other filters	Done by	Cost	Next due at

Oil disposed of where _____

Notes _____

Free to print, copy and use — including at work. Not for resale.

Tyre and Brake Record

See wear as a trend, so you can plan replacement instead of being told at a test that it is already too late.

Tread depths, pressures, rotations and brake wear over time. A single measurement tells you little; a series tells you when to buy.

Vehicle

Registration

Tyre size

Recommended pressures F / R

Loaded pressures

Wheel nut torque

TYRE RECORD

Date	Mileage	FL	FR	RL	RR	Spare	Rotated / balanced / replaced

Free to print, copy and use — including at work. Not for resale.

BRAKE RECORD

Date	Mileage	Front pads / discs	Rear pads / discs / shoes	Fluid changed	By

Free to print, copy and use — including at work. Not for resale.

Vehicle Fluids and Parts Reference

Stop looking up the same specifications every time.

Your vehicle's fluids, filters, bulbs and torque figures on one page. Fill it in once from the handbook and keep it in the glovebox.

FROM YOUR HANDBOOK, NOT OURS

Copy these from your own handbook or the manufacturer's data for your exact engine and build year. Figures differ between variants of the same model, which is exactly why a generic chart is no use and this sheet is blank.

Vehicle _____ Registration _____ Engine / variant _____

FLUIDS

Fluid	Specification / grade	Quantity	Interval

FILTERS AND SERVICE PARTS

Part	Part number	Supplier	Interval

Free to print, copy and use — including at work. Not for resale.

Part	Part number	Supplier	Interval

TYRES, TORQUE AND BULBS

Tyre size _____ Pressures F / R _____ Loaded _____ Wheel nut torque _____

Headlight bulb _____ Sidelight _____ Indicator _____ Brake / tail _____

Wiper blade sizes _____ Battery type & size _____ Key fob battery _____

Free to print, copy and use — including at work. Not for resale.

Rebuilt Service History Sheet

Turn 'the folder is gone' into a document a buyer can actually read, by working through where evidence still exists and writing down only what you can show.

For a vehicle whose service paperwork has gone missing — reconstructing what can honestly be shown, from whatever evidence still exists, before it goes up for sale.

ONLY WRITE DOWN WHAT YOU CAN EVIDENCE

Do not guess a date or invent a receipt to fill a gap. A rebuilt history is only worth having if every line on it can be trusted, and an honest gap is worth more than a confident guess. Where you cannot evidence something, say so in the notes column rather than leaving the row out altogether.

Vehicle make & model _____ Registration _____ VIN / chassis no. _____

Mileage now _____ Date you started rebuilding this _____ Previous keepers, if known _____

WHERE TO LOOK

work through these before writing anything down

- [ ] Ask the last garage or dealer that worked on it for a duplicate invoice
- [ ] Check bank and card statements for garage and parts payments
- [ ] Look for your national test or inspection history, where one exists — it often carries a mileage trail even with no service detail
- [ ] Ask a previous keeper whether they kept anything
- [ ] Check for a warranty registration or a manufacturer app account
- [ ] Go through the vehicle's own paperwork wallet and the glovebox again

REBUILT HISTORY

one row per job you can evidence — leave mileage blank rather than guess it

Date / approx.	Mileage	Work done	Evidence found	Confidence	Notes / gap
exact, or 'approx spr...	if known		invoice, statement, previous kee...	certain / approxim...	

Free to print, copy and use — including at work. Not for resale.

Auto Repair Estimate Form

Put the price in writing before the work starts, which is what prevents most garage disputes.

A written estimate for vehicle work — parts, labour and what is not included — before the job starts.

AGREED BEFORE THE SPANNERS COME OUT

An estimate given in writing before work starts is the single thing that prevents most garage disputes. No labour rate, parts mark-up or tax rate is printed here; they are yours to enter, and the customer should see them.

Garage _____ Estimate no. _____ Date _____ Valid until _____

Customer _____ Phone _____ Vehicle _____ Registration _____ Odometer _____

Reported fault or work requested _____ Diagnosed by _____

PARTS

Part	Part number	Qty	Unit price	Total

LABOUR

Free to print, copy and use — including at work. Not for resale.

Operation	Hours	Rate	Total

THE FIGURES

Parts total _____ Labour total _____ Other or sundries _____ Tax _____ Estimate total _____

What this estimate does not include

_____

_____

Customer _____ Garage _____ Date _____

Free to print, copy and use — including at work. Not for resale.

Vehicle Maintenance Request Form

Give a fault reported in passing somewhere to land, with a dated record of when it was raised, who received it and what happened next.

A place for anyone driving a shared, family or work vehicle to report a fault or concern, and for whoever looks after it to record what was done about it — so a report does not just stay as something said in passing.

A RECORD OF WHAT YOU WERE TOLD, NOT A SAFETY ASSESSMENT

This records what was reported and what was found. It does not assess roadworthiness or set any safety standard. If a fault affects safe driving, say so plainly in the urgency column and act on it directly — do not wait for the form to be seen.

Fleet / household name

Vehicle(s) covered

FAULT REPORTS

Date	Vehicle	Reported by	Fault / concern	Urgency	Received by	Action taken	Resolved
				safe to drive / n...			date

Free to print, copy and use — including at work. Not for resale.

Daily Vehicle Check and Driver Log

Record the check before driving and the journeys after it on one sheet per day.

The walk-round check before driving and the journeys made after it, on one sheet per day.

CHECK FIRST, THEN DRIVE

Two records that belong together: what you found when you looked at the vehicle, and where it then went. What a driver is legally required to check and record depends on the vehicle and the country — the check items are blank for you to write in your own.

Vehicle	Registration	Driver	Date	Start odometer

WALK-ROUND CHECK

What you checked	OK	Defect found	Reported to

JOURNEYS

Free to print, copy and use — including at work. Not for resale.

Time out	From	To	Purpose	Time in	Odometer	Fuel added

End odometer _____

Distance today _____

Defects outstanding _____

Signature _____

Free to print, copy and use — including at work. Not for resale.

Motorcycle Maintenance Log

Track the consumables that move fast on a bike — chain, tyres and pads — between the services that happen once a year.

Service record and pre-ride checks for a motorcycle, including chain, tyre and brake wear, which move fast enough to be worth tracking between services.

Make & model _____ Registration _____ Year _____

VIN _____ Engine no. _____

SPECIFICATIONS

Engine oil & qty _____ Oil filter _____ Plugs & gap _____

Chain size & links _____ Chain slack _____ Sprockets F / R _____ Coolant _____

Tyre sizes F / R _____ Pressures F / R _____ Brake fluid _____

SERVICE RECORD

Date	Mileage	Oil & filter	Chain	Brakes	Tyres	Other work	By

Free to print, copy and use — including at work. Not for resale.

Date	Mileage	Oil & filter	Chain	Brakes	Tyres	Other work	By

PRE-RIDE CHECK

- [ ] Tyre pressures and tread
- [ ] Chain tension and lubrication
- [ ] Brake lever and pedal feel
- [ ] Brake fluid levels
- [ ] Lights, indicators and horn
- [ ] Engine oil level
- [ ] Coolant level
- [ ] Fasteners and fairing fixings

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

Bicycle Service and Maintenance Log

Track servicing against distance and record chain wear, which is what decides whether a cheap chain change becomes an expensive cassette.

Servicing by distance rather than by date, with the component life that decides when a chain becomes an expensive cassette.

YOUR FIGURES IN THE REFERENCE BLOCK

No service intervals or wear limits are printed here. They depend on the bike, the conditions and the rider, and your manufacturer's figures are the ones to use. Write them in the reference block so they are on the sheet where the work is recorded.

Bike _____ Make and model _____ Frame number _____ Year _____

REFERENCE

the numbers you look up once and then forget

Item	Specification	Replace at	Part number	Where from

Fit, modifications and anything specific to this bike

Free to print, copy and use — including at work. Not for resale.

WORK DONE

Date	Distance	Work carried out	Parts fitted	Chain wear	By	Cost	Next due at

Total spent this sheet

Insurance or registration

Free to print, copy and use — including at work. Not for resale.

Motorhome and Caravan Maintenance Checklist

Cover the habitation side properly, which is where the expensive problems — damp above all — actually start.

Seasonal and habitation maintenance for a motorhome, campervan or caravan — the parts that are a house rather than a vehicle.

Vehicle / van _____ Registration _____ Year _____

Chassis no. _____ Habitation check due _____ Damp check due _____

WATER AND GAS

- [ ] Fresh water tank drained, sanitised and refilled _____
- [ ] Waste tank flushed and drain valves working _____
- [ ] Water pump and filter checked _____
- [ ] Gas bottles secure; regulator and hoses in date _____
- [ ] Gas appliances lit and burning cleanly _____
- [ ] Carbon monoxide alarm tested _____

BODY AND DAMP

- [ ] All external seals and joints checked for cracking _____
- [ ] Damp meter readings taken at corners and lockers _____
- [ ] Roof lights, vents and aerial seals sound _____
- [ ] Windows and doors sealing; locks working _____
- [ ] Underside and wheel arches checked for corrosion _____

ELECTRICS

- [ ] Leisure battery tested under load _____
- [ ] Hook-up lead and RCD tested _____
- [ ] 12V lighting, pump and fridge on all three power modes _____
- [ ] Solar panel and charge controller output checked _____

Free to print, copy and use — including at work. Not for resale.

CHASSIS AND ROAD

- [ ] Tyre pressures, tread and age — check the date code, not just the tread
- [ ] Spare wheel, jack and locking nut key present
- [ ] Habitation and chassis service dates recorded
- [ ] Brakes and handbrake, including any breakaway cable
- [ ] Corner steadies greased and working

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

Boat Maintenance and Engine Hours Log

Service a marine engine by hours, and keep the impeller and anode record that matters more than almost anything else on a boat.

Engine hours, servicing and seasonal work for a boat. Hours matter more than dates on a marine engine, and impellers matter more than almost anything.

Vessel name _____ Make & model _____ Year _____

Hull ID / registration _____ Engine make & model _____

SPECIFICATIONS

Engine oil & qty _____ Gearbox / leg oil _____ Oil filter _____

Impeller part no. _____ Fuel filter _____ Anodes _____ Plugs _____

ENGINE HOURS AND SERVICE LOG

Date	Hours	Engine oil	Gear oil	Impeller	Anodes	Fuel filter	Work / notes

Free to print, copy and use — including at work. Not for resale.

Date	Hours	Engine oil	Gear oil	Impeller	Anodes	Fuel filter	Work / notes

LAY-UP AND LAUNCH

- [ ] Engine winterised — antifreeze through raw water side
- [ ] Fuel treated and tanks left full to limit condensation
- [ ] Batteries removed or on a maintainer
- [ ] Seacocks closed, checked and greased
- [ ] Hull cleaned, antifouled; anodes replaced
- [ ] Bilge dry, bilge pump and float switch tested
- [ ] Safety gear in date — flares, extinguishers, lifejackets

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.

Trailer Pre-Tow Inspection Checklist

Run the same walk-around every time, in the same order, so nothing gets skipped because you were in a hurry.

A pre-tow inspection for a trailer, horsebox, plant trailer or caravan. Runs top to bottom in the order you would walk around it.

KNOW YOUR OWN LIMITS
Load security and towing limits are legal duties in most countries, and the limits depend on your vehicle, your licence and the trailer's plated weights. Check what applies to you — this sheet records the walk-around, it does not set the rules.

Trailer / unit _____ Registration or ID _____ Date _____

Towing vehicle _____ Checked by _____

COUPLING

- [ ] Coupling head fully seated and locked on the ball _____
- [ ] Safety chain or breakaway cable connected correctly _____
- [ ] Jockey wheel raised, clamped and secure _____
- [ ] Handbrake released; damper and linkage sound _____

RUNNING GEAR

- [ ] Tyre pressures correct, including the spare _____
- [ ] Tyre tread, sidewalls and age _____
- [ ] Wheel nuts tight to torque _____
- [ ] Hubs not running hot after a short run _____
- [ ] Suspension and axle visually sound _____

LIGHTS AND ELECTRICS

- [ ] Side and tail lights _____
- [ ] Brake lights _____
- [ ] Indicators both sides _____

Free to print, copy and use — including at work. Not for resale.

- [ ] Number plate light
- [ ] Fog light
- [ ] Reversing light where fitted
- [ ] Plug and socket clean, undamaged and clipped

BODY AND LOAD

- [ ] Floor, ramps and side panels sound
- [ ] Load evenly distributed and within plated weight
- [ ] Nose weight within the towing vehicle's limit
- [ ] Load secured with rated straps in good condition
- [ ] Doors, tailgate and ramp latched
- [ ] Number plate present, clean and matching

Signed

Print name

Date

Notes and anything specific to yours

Free to print, copy and use — including at work. Not for resale.