

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

WHO LOOKS AFTER IT

Garage or service	Contact	Used for	Notes

ANYTHING ELSE WORTH KNOWING ABOUT THIS VEHICLE

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

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...						

[illegible]

Notes and anything specific to yours

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

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

BRAKE RECORD

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

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

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...	

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

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

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

[illegible]

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

Time out	From	To	Purpose	Time in	Odometer	Fuel added

End odometer

Distance today

Defects outstanding

Signature

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

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

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

WORK DONE

Total spent this sheet

Insurance or registration

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	

- ☐ 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

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

LAY-UP AND LAUNCH

- Notes and anything specific to yours

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	

- ☐ 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