Metro Motor

Vehicle Check-In Form

Customer Information

Name	Email
Phone	Address

Vehicle Information

Make	Model	Year	TAG

Routine Maintenance & Inspections

- [ ] Oil Change
- [ ] Fluid Level Check
- [ ] Battery Check & Replacement
- [ ] Brake Inspection
- [ ] Transmission Fluid Flush
- [ ] Timing Belt Replacement
- [ ] Safety Inspection
- [ ] Emission System Testing & Repair
- [ ] Seasonal Check-Up
- [ ] Tire Rotation
- [ ] Tire Balancing
- [ ] Wheel Alignment

Repairs & Replacements

- [ ] Check Engine Light Diagnosis
- [ ] Engine Tune-Up
- [ ] Transmission Repair & Replacement
- [ ] Windshield Repair & Replacement
- [ ] A/C Recharge & Repair
- [ ] Heater Core Replacement
- [ ] Electrical System Repair
- [ ] Catalytic Converter Replacement
- [ ] Tire Repair & Replacement
- [ ] Brake Replacement
- [ ] Muffler Replacement

Notes

Authorization & Approval

I hereby authorize Metro Motor to inspect and perform the necessary repairs to be done along with required material and hereby grant you/your employees' permission to operate the vehicle for the purpose of testing/inspecting. I hereby acknowledge that Metro Motor is not responsible for the availability of parts, or delays in part shipments, nor for the loss, or damage to the vehicle, or articles left in the vehicle in case of fire, theft, or any cause beyond their control. All sales are final, and I agree to pay for all repairs in full upon completion. Storage fees may apply if the vehicle is not collected within 48 hours of completed work. Metro Motor reserves the right to refuse service to anyone demonstrating inappropriate behavior to any member of our team.

Signature: _____ **Date:** _____