## VEHICLE INSPECTIONS & MAINTENANCE RECORD For the Month of \_\_\_\_\_\_ once a month and sent in to the Main Office by the 5<sup>th</sup> day of the Main Office by the 5<sup>th</sup> day of the following month. Year \_\_\_\_\_ Make & Model \_\_\_\_\_ The services performed must be completed by a competent and qualified individual.

	Service Performed		Description of Service Performed	Mileage	Next Due Date	Initials
Date	Inspection	Maintenance				

REMARKS