Vehicle handover checklist

Collection record

Record the vehicle as supplied. Use the same report reference at return.

Report reference

Vehicle registration / asset ID

Booking reference

Customer name

Vehicle make / model

Collection date / time

Staff name

01 Readings

Mileage / odometer

Unit: miles or km

Fuel level or battery charge (%)

02 Condition and cleanliness

Area	Condition / notes	Photo reference(s)
Bodywork & paint		
Glass & mirrors		
Wheels & tyres		
Interior & upholstery		
Cleanliness		

03 Confirm what is supplied

Item	Quantity / description	Notes
Keys / fobs		
Documents / vehicle pack		
Accessories / other items		

Photo storage / file location:

Additional notes / comments:

I acknowledge the condition, readings and supplied items recorded above. My comments are noted on this report.

Customer signature / date

Staff signature / date

If acknowledgement was not obtained, record the reason in the comments above.

Vehicle handover checklist

Return record

Compare with the collection record. Note any differences and photo references.

Report reference

Vehicle registration / asset ID

Booking reference

Customer name

Vehicle make / model

Return date / time

Staff name

01 Readings

Mileage / odometer

Unit: miles or km

Fuel level or battery charge (%)

02 Condition and cleanliness

Area	Matches collection? / differences	Photo reference(s)
Bodywork & paint		
Glass & mirrors		
Wheels & tyres		
Interior & upholstery		
Cleanliness		

03 Confirm what is returned

Item	Quantity / description	Notes
Keys / fobs		
Documents / vehicle pack		
Accessories / other items		

Photo storage / file location:

Additional notes / comments:

I acknowledge this return record. Any differences or comments are noted on this report.

Customer signature / date

Staff signature / date

If acknowledgement was not obtained, record the reason in the comments above.