



Christiansen Motors Ltd.

Job Order Checklist for Personalized Customer Reception

Customer:

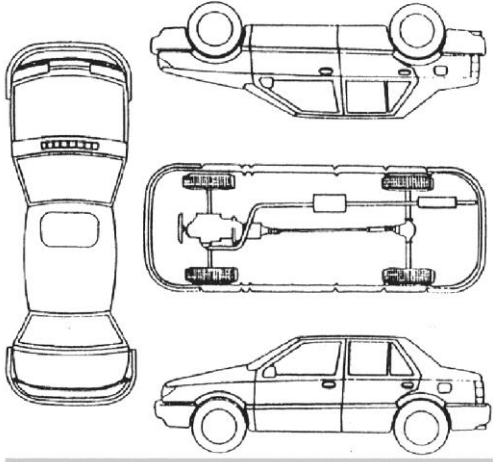
Check items	OK	Not OK	Carry out work
Interior check			
Handbrake lever travel			
Pedals / noises			
Steering / steering play			
First aid kit			
Fluorescent vest			
Stone chips in windscreen			

Exterior check			
Replace wiper blades			
Top up windscreen washer fluid			
Replace brake fluid			
Top up engine oil			
Engine coolant			
V-belt / toothed belt			
Leaks			

Vehicle check (half-height)			
Check tyres			
Technical / exhaust emissions inspections due on:			
Condition of glass all-round			
Headlights/ headlight covers			
Tail lights			
Shock absorbers (leaks/general condition)			

Vehicle check (full-height)			
Engine - leakage			
Front brake pads/linings			
Brake pipes/hoses			
Steering/ steering bellows			
Gearbox - leakage			
Fuel tank/fuel lines			
Exhaust			
Rear axle – seal condition			
Rear brake pads/linings			

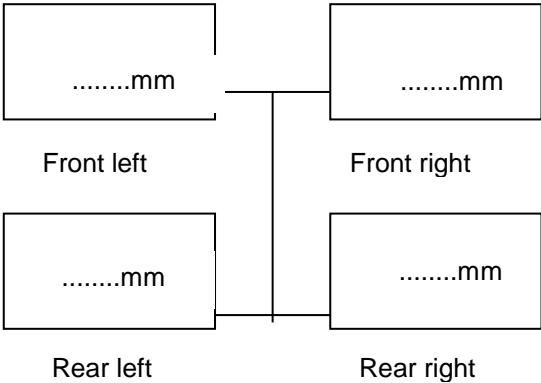
Body & Paint Check



Test results must be marked with a corresponding symbol:

- X stonechipping
- dents
- △ scratch
- body damage

Check tyres



Clean Car outside yes no
 Clean Car inside yes no
 Cleaning the engine yes no

Service work	Notes