

# SERVICE HISTORY DESCRIPTION FORM

Used to record how service history is described.

**Important:** This template is a general business record only and is not legal, tax, accounting or compliance advice. Adapt it for your process and have it checked by a qualified adviser before relying on it.

## 1. Vehicle / Customer / Core Details

Vehicle registration: _____	Full service history: _____
Part service history: _____	No service history: _____
Last service mileage: _____	

## 2. Description, Checks and Disclosure Details

Digital service record: _____	Service book present? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Service invoices present? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Main dealer history? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Independent garage history? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Last service date: _____
Timing belt/chain evidence: _____ _____	
Advert wording approved: _____ _____	

## 4. Office Use Only

Stock/deal file updated?: _____	Supporting documents attached?: _____
Reviewed by: _____	Date reviewed: _____