

Mobile Auto Detailing Customer Intake

US Letter | Fill in a PDF reader or print at Actual size. Amounts do not calculate automatically.

Business / service provider

Business phone / email

Vehicle owner name

Vehicle owner phone / email

Service location

Record date

Vehicle details

Detail package

☐ Exterior ☐ Interior ☐ Full detail ☐ Other

Condition notes

Preferred contact method

☐ Phone ☐ Email ☐ Text ☐ Other

Requested vehicle / service package

Preferred schedule

Access / preparation notes

Additional intake notes

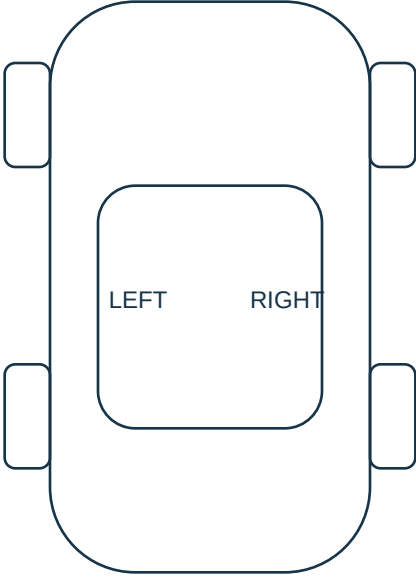
Vehicle condition before detailing

Customer intake supplement - note existing condition before recording agreed work.

Vehicle / registration / job reference

Observation date / reviewer

Agreed package and explicit exclusions

FRONT		
Front / bonnet - existing marks		Right side - existing marks
Left side - existing marks	REAR	Rear / boot - existing marks

Orientation reference only. Use the location notes below.

Roof / glass - existing marks

Wheels / trim - existing marks

Interior - seats, carpets, trim and existing concerns

Photo references / areas not inspected

Record observations without guessing a cause. This is not a mechanical or safety inspection.

Agreed detailing work & handover

Keep the agreed tasks, actual result and unresolved concerns separate.

Vehicle / job reference

Completion review date / reviewer

Item / area	In scope	Done	N/A
Exterior body - agreed clean	☐	☐	☐
Wheels / tyres - agreed work	☐	☐	☐
Exterior glass - agreed work	☐	☐	☐
Seats / upholstery - agreed work	☐	☐	☐
Carpets / mats - agreed work	☐	☐	☐
Interior trim - agreed work	☐	☐	☐
Interior glass - agreed work	☐	☐	☐
Other treatment - describe separately below	☐	☐	☐

Other agreed treatment, products or explicit exclusions

Remaining marks, unfinished work or owner concerns

Follow-up / responsible person / date

Worker review name / date

Owner review name / date

Do not treat a review name as proof that every mark was removed or as a liability waiver.