

Car Maintenance Request Form

Owner Information

- **Name:** _____
- **Contact Number:** _____
- **Email Address:** _____
- **Vehicle Make/Model:** _____
- **License Plate Number:** _____

Request Details

- **Date of Request:** _____
- **Problem Description:**
Please describe the issue in detail (e.g., engine noise, brake failure, tire issue).

- **Attachments (if applicable):**
Attach images or supporting documents if necessary.

Service Priority

- Routine Maintenance
- Minor Repair
- Major Repair

Preferred Service Time

- Morning (9:00 AM - 12:00 PM)
- Afternoon (12:00 PM - 4:00 PM)
- Evening (4:00 PM - 7:00 PM)
- No Preference

For Internal Use Only

- Request ID: _____
 - Date Received: _____
 - Assigned Technician: _____
 - Resolution Date: _____
 - Comments: _____
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