



Auto Repair Shop Customer Follow-Up Checklist Template

Repair Completion & Vehicle Release

Tasks to ensure a smooth handover of the repaired vehicle to the customer.

Vehicle Ready Time

Technician Vehicle Inspection Signature

Vehicle Condition Upon Release

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Attention

Odometer Reading (Release)

Enter a number...