SAMPLE — fictional business

Natural State Mobile Detailing

Customer Intake & Vehicle Condition Report

(501) 555-0142 · hello@example.com
Conway, AR
Job #: _____ Date: _____

Customer

Name _____ Phone _____

Email _____ Service address _____

Vehicle

Year / Make / Model _____ Color _____

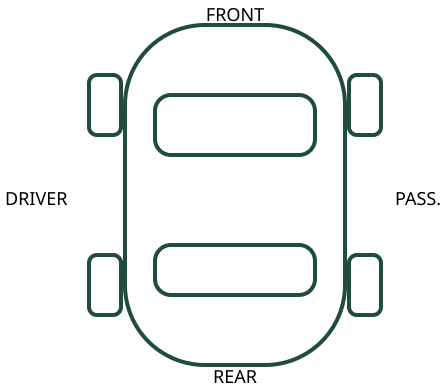
License plate _____ Mileage (optional) _____

Size: ☐ Sedan / coupe ☐ Small SUV / crossover ☐ Truck / 3-row SUV / van

Services requested

☐ Exterior Refresh ☐ Interior Reset ☐ Full Detail ☐ Pet hair ☐ Headlights ☐ Engine bay ☐ Other: _____

Pre-service condition (walk-around with customer)



Mark on diagram: **S** scratch · **D** dent · **C** chip · **R** rust · **X** crack · **P** paint damage

Area	Condition / notes
Paint & body	
Wheels & tires	
Glass	
Seats / upholstery	
Carpet / mats	
Stains, odors, pet hair	

Personal items removed? ☐ Yes ☐ No — customer accepts responsibility **Photos taken?** ☐ Yes ☐ No

Agreement

I confirm the condition noted above and authorize the services checked. Pre-existing damage is not the detailer's responsibility. Final price (quoted: $_____) may change only with my approval if the vehicle condition differs from what was described. Payment is due when the job is complete.

Customer signature _____ Date _____

After service

Final price $ / Payment method _____ Customer initials (satisfied) _____