

# VEHICLE MAINTENANCE PACKET (SIMPLIFIED FORMAT)

## VEHICLE MAINTENANCE PACKET – 1758/103-F CONTENTS

- (1)-INSTRUCTION SHEET - 103-FI
- (1)-MAINTENANCE FILE FOLDER - 103-F
- (10)-VEHICLE SERVICE STICKERS - 1889/121-F
- (25)-GAS & OIL EXPENSE RECORDS - 1911/122-F
- (12)-UNIT MAINT. EXPENSE SUMMARY FORMS - 1918/123-FS-C (2-PLY)
- (1)-MAINT. EXPENSE RECEIPTS ENVELOPE - 1924/124-F
- (8)-GARAGE REPAIR ORDERS - 1952/128-FS-C (3-PLY)
- (12)-SAFETY INSPECTION REPORT FORMS - 1943/127-F



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1758/103-F  
(Rev. 11/14)

SAMPLE

**POWER UNIT NUMBER**

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
 YEAR \_\_\_\_\_ DATE - IN - SERVICE \_\_\_\_\_  
 BODY SERIAL NO. \_\_\_\_\_  
 ENGINE SERIAL NO. \_\_\_\_\_  
 TRANS. TYPE & NO. \_\_\_\_\_  
 DIFF. TYPE & NO. \_\_\_\_\_  
 TIRE SIZE \_\_\_\_\_

JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
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**PLACE AN "X" IN APPLICABLE SQUARE ABOVE (IN PENCIL) FOR NEXT SCHEDULED MAINTENANCE AND PLACE FOLDER IN FILE FOR AUTOMATIC MAINTENANCE SCHEDULING SYSTEM**

**WORK CODES**  
 A - ADJUST  
 C - CLEAN  
 I - INSPECT  
 L - LUBRICATE  
 M - MODIFY  
 O - OVERHAUL  
 R - REPLACE  
 T - TIRE REPAIR  
 TR - TIRE REPLACE  
 U - ROAD CALL  
 W - PM-A (1000 MILE)  
 X - PM-B (5000 MILE)  
 Y - PM-C (50,000 MILE)  
 Z - PM-D (100,000 MILE)

**TRAILER** \_\_\_\_\_ **WRITE WORK CODES IN APPLICABLE SPACE(S)**

		POWER UNIT								TRAILER				EXPLAIN BELOW AS COMPLETELY AS POSSIBLE THE WORK PERFORMED AND ALL COMPONENTS OR PARTS REPAIRED OR REPLACED - USE MORE THAN ONE LINE IF NECESSARY.	PARTS COST	LABOR COST	TOTAL COST
DATE	MILEAGE	INVOICE OR REPAIR ORDER NUMBER	01 - MISC.	02 - A.C. - CAB - INST.	03 - CHASSIS	04 - DR. TRAIN	05 - ELECTRICAL	06 - ENGINE	07 - ACCESSORIES	08 - BODY	21 - BODY	22 - HEATING & REF.	23 - CHASSIS				

SAMPLE

